**Candidate Information**

**Senior Evaluation Officer, Research & Monitoring Unit**

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| **Salary:** | Grade G:£27,804 per annum pro rata |
| **Hours:** | Full time: 37.5 hours per week  This role is particularly suitable for compressed hours. |
| **Contract:** | Permanent |
| **Disclosure:** | PVG Scheme is not required. |
| **Base:** | Sustrans offices in Edinburgh with the flexibility to work from home. |
| **Travel:** | The focus of this role is in Scotland; we may occasionally need you to travel / travel further during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

To ensure that the Research & Monitoring Unit (RMU) can meet its mission to provide evidence on walking and cycling that is transparent and authoritative and which influences and shapes policy, practice and behaviour across the UK.

The post holder will oversee and supervise the delivery of a range of monitoring, evaluation, analysis and research projects within the RMU, focussing on Sustrans projects in Scotland. They will manage the delivery of high profile projects and take the lead on both internal and external relationship management.

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| **Where this role sits in the structure** | Reporting into the Evaluation Manager.  Working closely with:  Internal:  Evaluation Manager  Evaluation Officers  Head of Research & Monitoring, Scotland & Northern Ireland  Director of Impact  Director of Impact and Insight  Quality Manager  Sustrans’ regional teams in Scotland  RMU team  Other members of the Development directorate  External:  A range of clients, funders and partner organisations, including central and local government  Other evaluation delivery agents, including consultants, academics, other third sector organisations    The role will involve providing direction and support to members of their project teams, and may involve line management. |

**Key Responsibilities**

Responsibilities may include:

**Delivery of projects:**

1. To design, manage and deliver monitoring, evaluation, analysis and research projects from conception through to reporting, deriving insight and identifying opportunities for communication to maximise impact.
2. To manage a programme or portfolio of work, ensuring that projects are delivered to a high quality, on time and within budget, performing the role of Project Manager (according to scale of project, profile, complexity or risk level).
3. To conduct, oversee or commission the elements needed to deliver evaluation and research projects (e.g. data collection, statistical analysis, reporting etc).
4. To be responsible for project budgets, including negotiating/ agreeing budgets, financial management and invoicing.
5. To be part of the management group within the RMU, supporting the effective delivery of projects across the team’s portfolio.
6. To collaborate with the RMU’s senior management on the strategic development of the RMU.
7. To advance the development of analytical, monitoring, evaluation and research capability within the RMU, ensuring our methodologies are fit for purpose and taking an overview role on a number of key research, evaluation and monitoring themes within the RMU.
8. To share best practice, learning, knowledge and skills internally and externally (via training and/or other methods).
9. To manage external partnerships and contracts if required and as directed by the Evaluation Manager.
10. To work with Sustrans regional teams to ensure delivery of successful, projects and support project design, business development, advocacy and partnership work.
11. To collaborate within the RMU and across the organisation to meet wider Sustrans aims.

**People management:**

1. To contribute to the professional development of team members by coaching and mentoring as and when appropriate.
2. To work with HR to ensure the training and development of colleagues is planned effectively and in line with business needs.

**Team/Sustrans development:**

1. To take ownership of projects that improve systems and processes within both the RMU or across Sustrans.

**Business development:**

1. To contribute to the development of project proposals and bids and participates in bid writing for projects at the direction of own line manager.
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and marketing:**

1. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health and safety and safeguarding:**

1. To support and comply with the organisation’s policies for the management of Health and Safety.
2. To proactively encourage and ensure a positive health and safety culture for all activities on Sustrans and RPL land.
3. To support and comply with the organisation’s policies for the management of safeguarding.

**Other:**

1. To undertake any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post holder must be prepared to walk, cycle or use public transport for the majority of work journeys.

**Special Note:**

*This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.*

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Project management and delivery to deadline and within budget. | ✓ | ✓ |
| Qualitative and quantitative research methods. | ✓ | ✓ |
| Overseeing, coaching and development of project teams, and/ or line management. | ✓ | ✓ |
| Monitoring and evaluation of projects for evidence and impact - including monitoring design, data collection and reporting. | ✓ | ✓ |
| Experience of developing and maintaining partner, stakeholder or client relationships. | ✓ | ✓ |
| Training and/ or qualification (formally or through extensive experience) in statistical analysis and associated programmes (e.g. Excel, R etc). | ✓ | ✓ |
| **Skills and Abilities** |  |  |
| Quantitative and qualitative analytical skills. | ✓ | ✓ |
| Ability to plan monitoring and evaluation projects. | ✓ | ✓ |
| Communications skills (general, written, verbal) with ability to produce and present clear, accurate reports. | ✓ | ✓ |
| The ability to critically assess outputs for quality. | ✓ | ✓ |
| Able to think creatively, solve problems and to re-assess activities to ensure they are fit for purpose. | ✓ | ✓ |
| Ability to coach and motivate junior colleagues. | ✓ | ✓ |
| Ability to work flexibly, as part of a team. | ✓ |  |
| Good numerical skills. | ✓ |  |
| Good level of IT literacy, including Microsoft Office (particularly Excel). | ✓ |  |
| **Specific qualifications/ training required** |  |  |
| Either to degree level in a relevant subject or previous experience in a related field. | ✓ |  |
| **Specific knowledge required** |  |  |
| Understanding of best practice in monitoring and evaluation techniques. | ✓ | ✓ |
| Awareness of logic frameworks and evaluation framework design. | ✓ | ✓ |
| Understanding of issues that can arise with regards to data collection including data protection. | ✓ |  |
| **Other** |  |  |
| Committed to the promotion of sustainable & active travel. | ✓ | ✓ |

This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.