**Candidate Information**

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

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| **Salary:**  | Grade G:£28,499 per annum pro rata |
| **Hours:** | Full time: 37.5 hours per weekThis job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for school hours/compressed hours. |
| **Contract:**  | Permanent |
| **Disclosure:** | Enhanced DBS, PVG Scheme, AccessNI, is not required |
| **Base:**  | Sustrans hub in Edinburgh, Glasgow or Newcastle with the flexibility to work from home  |
| **Travel:**  | The focus of this role is in Scotland. We may occasionally need you to travel within Scotland, or 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.  |

**Job Specific Information**

This role focuses on our work in Scotland, working for Sustrans’ Research and Monitoring Unit (RMU). You will be responsible for supporting and delivering monitoring, evaluation and research on a range of [Places for Everyone](https://www.sustrans.org.uk/our-blog/projects/2019/scotland/places-for-everyone/) (PfE) infrastructure projects delivered by Sustrans in Scotland. Sustrans RMU actively supports Sustrans’ strategic priorities of [Paths for Everyone](https://www.sustrans.org.uk/about-us/paths-for-everyone) and [Liveable Cities and Towns for Everyone](https://www.sustrans.org.uk/for-professionals).

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

**Job Description - About the Role**

**Overview**

Sustrans’ vision is a society where the way we travel creates healthier places and happier lives for everyone. Walking, cycling and wheeling for everyday journeys can help people access the things they need: work, education, food, health services and recreation. Active travel can benefit people’s physical and mental wellbeing, and help to reduce social inequity. And it plays an essential role in our response to the climate emergency. For these reasons and as active travel becomes increasingly important to local, regional and national government policy across the UK, it is essential that this is accompanied by robust, reliable, and accessible evidence.

Sustrans’ Research and Monitoring Unit (RMU) is a leading centre of excellence in active travel research, monitoring and evaluation. Our team work closely with Sustrans colleagues and partners from across the UK to ensure we have a clear understanding of the impact of Sustrans’ work and the wider context of the benefits of active travel.

The successful candidate will work on a portfolio of exciting monitoring, evaluation, analysis and research projects within RMU. Your work will produce evidence on active travel that is transparent and authoritative, helping to shape policy, practice and behaviour across the UK.

Your work will also ensure that Sustrans’ projects are “[for everyone](https://www.sustrans.org.uk/about-us/our-people/)”, in particular making sure that voices that are often underrepresented in decision making are heard, and that evidence around active travel can be used to challenge inequity.

The role will project manage the delivery of a range of monitoring, evaluation, analysis and research projects within the RMU, focussing on Sustrans Places for Everyone infrastructure projects in Scotland. You will work closely with the Sustrans delivery teams in Scotland to provide monitoring and evaluation for a number of key infrastructure projects.

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| **Where this role sits in the structure** | Reporting into the Evaluation Manager for the PfE Infrastructure programmeWorking closely with:* Evaluation Manager
* Other PfE Senior Evaluation Officers (x3)
* A small team of Evaluation Officers (x4)
* Wider RMU team
* Wider Sustrans Scotland teams, in particular the PfE Grant Team who oversee the allocation of project funding and delivery
* A range of clients, funders and partner organisations, esp. Scottish Local Authorities and some community organisations

The role will involve providing direction and support to members of your project teams, colleagues in other Sustrans departments and partners such as Scottish Local Authorities. The role may involve people management. |

**Key Responsibilities**

Responsibilities include:

1. To design, manage and deliver monitoring, evaluation, analysis and research projects within the RMU. This includes overseeing or carrying out research/evaluation design, data collection, quantitative and/or qualitative analysis, and reporting, as well as project management responsibilities.
2. To manage a portfolio of work, ensuring that all projects are delivered to the expected standard, on time and within budget; ultimately 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 monitoring and evaluation (eg data collection, statistical analysis, reporting)
4. To be responsible for project budgets, including negotiating/agreeing budgets, financial management and invoicing.
5. To undertake quality assurance of the analysis of quantitative and/or qualitative data and of written reports produced by other members of the team.
6. To provide coaching and mentoring to others within the RMU, Sustrans and external partners on research, monitoring and evaluation matters by sharing best practice, learning and guidance.
7. To collaborate with Sustrans colleagues in Scotland and across the UK on project delivery and support business development, policy advocacy and partnership work.
8. To identify opportunities for communication to maximise impact and represent Sustrans to external parties concerned with research, monitoring and evaluation, as well as manage relationships with external partners and external contracts.
9. To share best practice, learning, knowledge and skills internally and externally (via training and/or other methods).
10. To develop the methods used for research, monitoring, evaluation and analysis within the RMU, ensuring our practices are fit for purpose and developing guidance, sharing best practice with colleagues and making recommendations for improving the way we carry out our work. This may involve taking ownership of key methods or themes within the RMU.

*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. 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  |  |  |
| Qualitative and quantitative research methods |  |  |
| Monitoring and evaluation for evidence and impact - including monitoring or evaluation design, data collection and reporting |  |  |
| Experience of developing and maintaining partner, stakeholder or client relationships |  |  |
| Report writing  |  |  |
| **Skills and Abilities** |  |  |
| Quantitative and qualitative data collection and analysis |  |  |
| Data manipulation and analysis through programming (for example R, and/or other such as VBA or Python)  |  |  |
| Written and verbal communication skills, including report writing and presentation skills |  |  |
| Ability to interpret and share data findings to a range of audiences |  |  |
| The ability to critically assess own and others’ work for quality. |  |  |
| Able to think creatively, solve problems and to re-assess activities to ensure they are fit for purpose. |  |  |
| Ability to work flexibly, as part of a team. |  |  |
| Ability to plan and prioritise own workload and meet deadlines |  |  |
| IT literacy, including Microsoft Office (particularly Excel) |  |  |
| Specific knowledge required |  |  |
| Understanding of best practice in monitoring and evaluation techniques. |  |  |
| Understanding of a wide range of data collection methodologies  |  |  |
| Understanding of approaches to evaluating projects  |  |  |
| Other |  |  |
| An interest in and commitment to Sustrans’ vision, mission and values |  |  |

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.