

Job Description and Person Specification

Last updated: 19 November 2019

JOB DESCRIPTION

Post title:	Evaluation and Impact Manager		
School/Department:	National Institute for Health Research (NIHR) Evaluation, Trials and Studies Coordination Centre (NETSCC)		
Faculty:	Medicine		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Senior Research Manager - Impact		
Posts responsible for:	Assistant Research Manager		
Post base:	Office-based		

Job purpose
To lead on the development and delivery of assigned research, research impact assessment and evaluation of projects, as well as the collation and dissemination of evidence and insight, with the aim of measuring the impact of strategic activities.

Key accountabilities/primary responsibilities	% Time
1. To be responsible for planning and delivering mixed-method process and impact evaluation. To work collaboratively to identify stakeholder needs for evaluation and research impact assessment. To scope evaluation and impact assessments, lead project design and delivery (including seeking ethical approval where appropriate), analyse data and prepare succinct written reports, presentations and other outputs for key stakeholders.	30 %
2. To contribute to the identification, curation and analysis of thematic curated portfolios. To work collaboratively with stakeholders to identify portfolio inclusion and exclusion criteria, support data extraction, classification of data, undertake portfolio analysis and prepare succinct written reports, presentations and other outputs for key stakeholders.	30 %
3. To contribute to the broader work of the Wessex Institute, NETSCC and the NIHR by using specialist knowledge in relation to portfolio insight, research impact assessment and evaluation to inform development activity. To identify issues and propose solutions that will enable effective evaluation and impact assessment to be undertaken. Provide advice and support to colleagues to improve understanding of evaluation, research impact and portfolio insight.	10%
4. To draft reports, deliver briefings and presentations, as required to help to build capacity, knowledge and share evaluation findings.	10 %
5. To attend internal and external meetings to ensure that NETSCC and NIHRs perspective are appropriately represented and reported.	5 %

Key accountabilities/primary responsibilities		% Time
6.	To line manage staff as required and to contribute to the supervision and delivery of tasks via a matrix management structure.	10 %
7.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
<p>Internal: The post holder will work closely with colleagues in the Research on Research team and NIHR Centre for Business Intelligence, programme teams, other staff within NETSCC and the Wessex Institute.</p> <p>External: Staff within other NIHR centres, NIHR award holders, the Department of Health and Social Care, charities, funders, evidence users, research managers, members of the public, health professionals, relevant suppliers and other external contacts.</p>

Special Requirements
The post holder may be required to travel to attend meetings within the UK and occasionally outside of the UK.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification in social science, health science, mathematics or other relevant research methodology discipline.</p> <p>Knowledge of research and evaluation methods and approaches.</p> <p>Proven experience of planning and delivering mixed-method process and impact evaluation.</p> <p>Project management qualification and/or recognised training (e.g. PRINCE2 practitioner).</p> <p>Experience of working within agreed guidelines for ethical practice within evaluation and research.</p> <p>Experience of analysing and synthesising evidence and data from multiple sources into succinct reports.</p> <p>Demonstrated ability to critically appraise research evidence and data, and to be able to write succinct summaries of complex information.</p>	<p>Membership of relevant professional body such as the UK Evaluation Society.</p> <p>Research degree or equivalent. (e.g. MRes or PhD).</p> <p>Experience of working in international or community development.</p> <p>Experience of gaining study ethics approval.</p> <p>Experience of planning and delivering theory-led evaluation.</p> <p>Experience of involving patients and the public in evaluation and/or research.</p> <p>Experience of working with administrative data.</p>	Application and interview

	<p>Understanding of the research funding landscape.</p> <p>Fully conversant with Microsoft Office suite and use of specialist software to support data analysis.</p>		
Planning and organising	<p>Ability to multi-task - delivering on multiple projects within a programme of interconnected activity.</p> <p>Experience of successful research/evaluation project management.</p> <p>Experience of tracking and reporting progress to key stakeholders.</p> <p>Ability to plan and organise own work to meet agreed deadlines, delegating activity as appropriate.</p>	Experience of working in matrix-managed and/or geographically dispersed teams.	Application and interview
Problem solving and initiative	<p>Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.</p> <p>Solution-focused approach to work.</p>		Application and interview
Management and teamwork	<p>Able to proactively work with colleagues and stakeholders to achieve outcomes.</p> <p>Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork.</p> <p>Able to set clear objectives for team members and formulate development plans for own staff to meet required skills.</p>	Experience of successfully managing and developing staff both within a line management structure and beyond.	Application and interview
Communicating and influencing	<p>Able to understand stakeholder information needs and how these are best met (eg through presentations, written reports and other methods).</p> <p>Experience of presenting to varied audiences in different formats.</p> <p>Able to use influencing and negotiating skills to develop shared understanding and build collaborative working relationships.</p>	Experience of using social media to communicate and influence.	Application and interview
Other skills and behaviours	Demonstrate the ability to meet and behave in accordance with the WI		Application and interview

	values: Collaboration, Delivery, Knowledge and Excellence.		
--	--	--	--

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
<input type="checkbox"/> No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling			
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public			
Lone working			
## Shift work/night work/on call duties			
Travel including overnight stays in UK and beyond	Y		