**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 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 compressed hours. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS is not required. PVG Scheme is not required. |
| **Base:** | Sustrans offices in Cardiff with the flexibility to work from home / Home based within reasonable travelling distance from Cardiff |
| **Travel:** | The focus of this role is in Wales; we may occasionally need you to travel within Wales 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 is based in Wales working for Sustrans’ Research and Monitoring Unit. You will be responsible for delivering monitoring, evaluation and research on a range of active travel and community projects delivered by Sustrans in Wales and across the UK.

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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. It can help reduce social and economic inequity. And it plays an essential role in our response to the climate emergency. 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 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 range 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.

The role will project manage the delivery of a range of monitoring, evaluation, analysis and research projects within the RMU, focussing on Sustrans projects in Wales. You will work closely with the Sustrans delivery team in Wales to support their policy and influencing priorities and strategic agenda.

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| **Where this role sits in the structure** | Reporting into the Evaluation Manager for Wales  Working closely with:   * Wider RMU team * Wider Sustrans Cymru team * A range of clients, funders and partner organisations, including central and local government   The role will involve providing direction and support to members of their project teams, and may involve line management. |

**Key Responsibilities**

Responsibilities include:

**Delivery of projects:**

1. To 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 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 be responsible for project budgets, including negotiating/agreeing budgets, financial management and invoicing.
4. To undertake quality assurance of the analysis and reporting of quantitative and/or qualitative data.
5. To provide coaching and training to others within the RMU, Sustrans and external partners on research, monitoring and evaluation matters.
6. To collaborate with Sustrans colleagues on project delivery and support business development, policy advocacy and partnership work.
7. To represent Sustrans to external parties concerned with research, monitoring and evaluation, manage relationships with external partners and external contracts
8. To advance the development of analytical, monitoring, evaluation and research capability within the RMU, ensuring our methodologies are fit for purpose and taking ownership of key methods or themes within the RMU.
9. To contribute to business development, such as project proposals or funding bids, including bid writing for new projects

*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 |  |  |
| Qualitative and/or 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/or qualitative data collection and analysis |  |  |
| 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 and/or other statistical software such as R). |  |  |
| 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 |  |  |
| 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.