



**University of  
East London**

**Pioneering Futures** Since 1898

## **JOB DESCRIPTION**

<b>Job Title:</b>	Impact and Evaluation Support Officers
<b>School/Service:</b>	Centre for Student Success
<b>Grade:</b>	E
<b>Campus:</b>	Stratford/ Docklands/Satellite sites
<b>Responsible to:</b>	Impact and Evaluation Manager
<b>Liaison with:</b>	Staff within the centre; Schools and Colleges Team, Project Leads, Strategic Planning team, QAE, senior staff in schools and other services, and external agencies and partners.

### **ABOUT UEL:**

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

### **THE DEPARTMENT:**

The Centre for Student Success is a one-stop shop for our students, providing them with a support network that enables them to grow and develop from their first few weeks through to graduation and transitioning to employment. Our aim is to help UEL deliver on its Academic Strategy and the student outcomes required by the government in its Education White Paper.

The Office for Students (OfS) provides funding to UEL through its Access funding that aims to tackle and eliminate inequalities in higher education. The OfS Access funding encourages those that are least likely to participate in higher education to do so and improve those students' opportunities at university. The funding supports students in the areas of access, progression, and success. We are setting up a new evaluation and evidence team to support our institutional approach to access, engagement, progression, retention, and success.

### **JOB PURPOSE:**

The Impact and Evaluation Support Officers will support the Impact Evaluation Manager in the development and delivery of the evaluation work. They will support the collection and collation of data related to student access, engagement, student progression and success (both academic and employment related), and support in the undertaking of analysis to inform us of the evidence and impact of the OfS Access funding.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Support in the development and delivery of the OfS Access funding evaluation to measure and evidence access, progression, retention, and success of the interventions being delivered to our students;
- Work in partnership with The Impact Evaluation Manager and Project Leads in supporting the OfS Access funding evaluation, through monitoring, evaluating and looking at impact;
- Undertake qualitative and quantitative analysis of multiple sources of data to generate understanding, and to work with colleagues to make recommendations aimed at improving outcomes for students across the university. Work with their Line Manager, Teams and Project Leads in promoting these recommendations, including through the deliberative committee structure and formal/ informal networks. Support the Impact Evaluation Manager with the writing of reports and briefing documents as required to fulfil this duty;
- Support with providing data and analysis to OfS monitoring information and HESA return as required;
- Work with Impact Evaluation Manager and Project Leads to create and collate evidence in order to evaluate all OfS Access project's activity to ensure that they are strategic and have the greatest impact;
- Support in the carrying out of self-assessments to OfS criteria against the UEL Access and Participation plan;
- Analyse multiple sources of data under the guidance of the Impact Evaluation Manager, identifying and documenting discrepancies and themes to be considered for performance improvement;
- Generate clear and concise reports based upon that data analysis, clearly articulating and supporting the themes identified;
- Work with the Schools and Colleges Team in carrying out Higher Education Access Tracker (HEAT) analysis;
- Liaise with colleagues across the institution, and other outside organisations, as required by the role;
- To take a flexible approach to work (attendance at early morning and evening meetings will be required);
- To undertake any other duties, in line with the level of the post, and as directed by your line management;
- To work in accordance with UEL's Equality and Diversity Policies.

## PERSON SPECIFICATION

### EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:

#### Essential criteria;

- A degree in a relevant subject (including numerical/statistical analysis) (A/C)

### KNOWLEDGE AND EXPERIENCE:

#### Essential criteria;

- Experience of managing and analysing complex data sets, of qualitative and quantitative analysis and producing reports (A/I)
- Research experience or experience in evaluating educational products (I)

#### Desirable criteria;

- Experience of using Higher Education Access Tracker (I)
- Knowledge of the drivers and policy agenda in the UK Higher Education sector. (I)

### COMMUNICATION:

#### Essential criteria;

- Good oral and written communication, particularly related to the simple presentation of complex data and production of reports (A/I)
- Good interpersonal skills and the ability to work collaboratively with colleagues in multi-disciplinary teams (I)
- Act professionally and able to successfully represent the team with external stakeholders when required to do so (I)

### TEAMWORK AND MOTIVATION:

#### Essential criteria;

- Willingness to support the broader team, taking on new or additional activities to support others when required (A)
- Ability to manage and motivate a survey team to deploy resources effectively, resolve day-to-day issues and achieve daily targets (I)

### INITIATIVE AND PROBLEM SOLVING:

#### Essential criteria;

- Experience of making independent decisions that may affect others outside the immediate work team and contributing to collaborative decisions with colleagues (I)
- Ability to take the initiative in resolving day to day issues such as resource allocation and understanding when an issue needs to be escalated. To use initiative and creativity to resolve problems and identify practical and suitable solutions (A/I)

**SKILLS AND ABILITIES:****Essential criteria;**

- Good IT skills (A/I)

**OTHER ESSENTIAL CRITERIA:**

- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
- Willingness to travel and work across sites and externally with a flexible approach to work (A)

**Criteria tested by Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

T = Test