

**JOB DESCRIPTION**

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| **Job Title** | Impact and Evaluation Officer (Fixed Term until 31st July 2024, 1.0FTE) |
| **Service** | External Relations – Outreach and Access Team  |
| **Grade/Salary** | Starting at £38,022 per annum inclusive of London Weighting |
| **Location** | UEL Docklands Campus/ Hybrid Working |
| **Responsible to** | Partnership Manager (Pre-16) |
| **Liaison with** | Schools and Colleges team, Information,Advice and Guidance, Student Engagement, Retention and Success team, teams in the wider External Relations directorate, and external agencies and partners. |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT:**

External Relations leads on all external facing work and includes a variety of teams that sit under three strands: Recruitment, Marketing and Communications, and, Change and Transformation. This role will sit within Outreach and Access, primarily in the Schools and Colleges team. The Outreach and Access team is funded through Office for Students (OfS) funding. The OfS funding is used to tackle and eliminate inequalities in higher education. The Outreach and Access team works with pre-entry students that are least likely to participate in higher education to help them make informed decisions regarding their educational futures.

The Outreach and Access team underpins the University’s ambition to champion social mobility. We aim to provide sustained, carefully planned, and targeted interventions to achieve a real step-change in pre-entry access to support students fulfil their potential and ambitions. The University’s Access Participation Plan sets out the targets to achieve this. We work with colleagues in schools, colleges, and other services to create and deliver a range of activities to engage, inspire, inform, and encourage those from underrepresented groups to develop the knowledge, skills, attitudes, and attainment required for the successful transition into higher education and Industry 4.0.

The Outreach and Access team also works closely with the University’s Student Recruitment and Conversion team, Marketing, and Admissions teams, to collaborate on achieving the University’s wider student recruitment objectives; to maximise the impact of all outreach and widening participation activities, and to ensure seamless, informed transition to UEL where offers are held.

**JOB PURPOSE:**

The Outreach and Access Team is looking to enhance their evaluation practice to ensure that it is consistent, effective, and impactful, as well as facilitate effective targeting of audiences.

The Impact and Evaluation Officer will lead on analysing data to capture outcomes and impact for OfS funded projects and programmes run by Outreach and Access, primarily the Schools and Colleges team. They will support Outreach and Access team colleagues in capturing evaluation data and will work with the Partnership Managers to build a data and evaluation plan for the Schools and Colleges team.

The post holder will also work on identifying audiences in line with the Access and Participation Plan (APP). This will be primarily using the Higher Education Access Tracker (HEAT), Datafiltr, and Power BI. The post holder will be expected to be proactive with making suggestions in improving evaluation practice, showing the impact of the Schools and Colleges programme, and how to best target potential participants in line with the APP targets and the University’s recruitment priorities.

We are looking for a team member who will be part of embedding transformation and an innovative practice to our external relations function and enjoy working in an agile environment as we try and work towards a culture of the ‘continuous new’. This is an exciting opportunity as we prioritise building our Global and UK profile using Vision 2028, which is about preparing our students communities for the skills required in Industry 5.0 and the world of Artificial Intelligence.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Work in partnership with the Outreach and Access team to ensure effective evaluation processes are implemented, developed, and adhered to, leading on and evolving evaluation practice in line with OFS requirements, undertaking training where required.
* Advise and assist Outreach and Access team members with the cycle of delivery, data collection, analysis, reporting, and reflection based on evidence from data and best practice;
* Work in partnership with the Outreach and Access team to ensure evidence is gathered, analysed, and reported in relation to Access goals as stipulated in UEL’s Access and Participation Plan;
* Undertake qualitative and quantitative analysis of multiple sources of data to generate understanding of what works and where practice can improve, and to work with colleagues to make recommendations aimed at improving outcomes for students.
* Lead on analysing data including statistical analysis, focus groups and other means, and assist colleagues with collection and related HEAT (Higher Education Access Tracker) surveys and related queries;
* Generate clear reports based upon quantitative and qualitative data analysis, working with the team to write outcome and impact reports. Identify and document discrepancies and themes to be considered for performance improvement;
* Lead on pulling together annual engagement and impact reports, working with colleagues to ensure data is correct and up to date; Support bids and reports to the UEL’s APP team, particularly focussing on outcomes and impact in line with UEL’s Access and Participation plan;
* Lead on data, evaluation and impact strategy, and evaluation design to demonstrate the impact of the work of the Schools and Colleges team, working with the Schools and Colleges team’s Partnership Managers;
* Facilitate segmentation of targeted audiences and institutions considering with Student Recruitment KPIs as well as Access targets;
* Work with various databases such as HEAT, Datafiltr, and SITS/ Delta to collate and analyse activity participation and conversion data;
* Liaise with colleagues across the institution, and other outside organisations, as required by the role;
* To take a flexible approach to work;
* To maintain an overview of key developments within the sector and project specialisms and attend conferences, seminars and other training events to keep abreast of developments that impact on the post;
* To work in line with UEL’s Equality and Diversity Policies;
* To undertake other duties commensurate with the grade of the post as required by the Partnership Managers or Head of Outreach and Access.

**KNOWLEDGE SKILLSAND EXPERIENCE:**

**Essential criteria;**

* Experience of managing and analysing complex data sets, of qualitative and quantitative analysis and producing reports
* Research experience or experience in evaluating educational products and project managing improvements and / or experience of evaluation design
* Excellent IT skills, particularly Excel and statistical packages such as SPSS
* An excellent understanding of a range of quantitative and qualitative research methods and application of these
* Ability to lead on research into the impact of interventions of Widening Participation initiatives

**Desirable criteria;**

* Experience of using Higher Education Access Tracker, SITS/Delta, DataFiltr
* Knowledge of widening participation and/or under representation the UK Higher Education sector
* Experience of working within Outreach / Access / Widening Participation and or Recruitment team(s)

**COMPETENCIES REQUIRED:**

**Essential criteria;**

* Willingness to support the broader team, taking on new or additional activities to support others when require
* Ability to work with teams to negotiate effective evaluation practice
* Good oral and written communication, particularly related to the simple presentation of complex data and production of reports
* Good interpersonal skills and the ability to work collaboratively with colleagues in multi-disciplinary teams
* Act professionally and able to successfully represent the team with external stakeholders when required to do so
* Experience of leading change that may affect others outside the immediate work team and contributing to collaborative decisions with colleagues
* 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
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment
* Willingness to travel and work across sites and externally with a flexible approach to work

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* A degree in a relevant subject (ideally numerical/statistical analysis/social sciences involving quantitative research)

**Desirable criteria;**

* Postgraduate-level experience in a social sciences subject involving quantitative research / evaluation design

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!