

## Role profile

<b>Job Title:</b>	Evaluation Officer Specialist	<b>Grade:</b>	14
<b>Department:</b>	Health Determinants Research Collaboration	<b>Post no:</b>	64386
<b>Directorate:</b>	Strategy and change	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Research Capacity Lead
<b>Direct reports:</b>	
<b>Indirect reports:</b>	

## Job description

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

The Evaluation Specialist for the National Institute of Health Research (NIHR) Health Determinants Research Collaboration (HDRC) Ealing will focus on building evaluation capacity among Ealing Council staff, community sector and other partners. The goal is to ensure that the council's work has the greatest impact on shifting systems towards health equity for the benefit of residents and supports the council's vision for healthy and connected communities.

HDRC Ealing values and promotes diverse forms of knowledge, participatory and action-orientated approaches, systems thinking and pragmatic research and evaluation, that is responsive to the needs of staff and residents.

The post holder will embed a culture of using evaluation/evaluative thinking into the every day work of Ealing Council and partners on the 'building blocks of health', which are the conditions of life that impact how well and long we live, for example housing, employment, social connection and education.

The post holder will lead the development and curation of a workforce training and development offer around Measurement, Evaluation and Learning (MEL), working closely with academic and community partners, and aligning with other council plans for workforce development/training. They will also ensure that evaluation capacity building is embedded and sustained across Ealing council and with community sector partners.

The postholder will also work across council directorates to identify promising council interventions/services to be evaluated and either support in house evaluation capacity building for these interventions/services and/or link to academic institutes for more formal academic evaluations.

The postholder will collaborate with partners to apply for further research funding focused on evaluations and contribute to growing an active local research collaboration resulting in high quality applied health determinants and health equity research.

The postholder will work with HDRC academic partners to support the evaluation of the HDRC programme, strengthening the collaboration's ability to adapt and learn using developmental evaluation.

### **Key Accountabilities**

- Co-lead HDRC Ealing evaluation workstream
- Build evaluation capacity among Ealing Council staff, community sector, and other partners.
- Embed a culture of evaluative thinking in the everyday work of Ealing Council
- Develop and curate a workforce training and development offer around measurement, evaluation, and learning (MEL).
- Develop ways to embed learning into practice, such as establishing 'drop in' evaluation support sessions and communities of practice.
- Identify promising council interventions/services to be evaluated
- Collaborate with council, academic and community partners to apply for external funding for evaluation
- Collaborate with council, academic and community partners on evaluation projects
- Support the evaluation of the HDRC Ealing programme with council, academic and community partners

## Key Performance Indicators

- Successful implementation of evaluation capacity building training/initiatives
- Successful engagement and take up of evaluation capacity building offers
- Identification and evaluation of council interventions/services.
- Increased use of evaluation findings within Ealing Council and community sector.
- Securing research funding for evaluation projects.
- Increase in demand for evaluation by decision makers
- Effective evaluation and adaptation of the HDRC Ealing programme.

## Key relationships (internal and external)

- Internal: HDRC Ealing team, Head of Research and Insight, Assistant Director for Strategy and Change, council staff, councillors
- External: Academic partners (London School of Hygiene & Tropical Medicine – evaluation workstream collaborators, Imperial College London, Institute of Development Studies), community partners (Golden Opportunities for Skills and Development, Ealing and Hounslow Community and Voluntary Service, Southall Community Alliance), community researchers, regional and national HDRC and other research networks focused on evaluation

## Authority level

- Responsible for planning effective use of HDRC budget for the purposes of evaluation training and development, with effective financial management and working within HDRC Ealing governance processes.

## Person specification

Candidates please address the criteria marked with (\*\*) only in your application. Please give examples

### Essential knowledge, skills and abilities

1. Expertise in quantitative and qualitative methods, applied to process and impact evaluation\*\*

2. Expertise in place based, systems change and/or complexity-informed approaches to evaluation (e.g. developmental evaluation, contribution analysis, etc)\*\*
3. Expertise in participatory methods, ensuring diverse perspectives in evaluations
4. Skills in developing and delivering training on evaluation approaches, and providing ongoing support for evaluation\*\*
5. Expertise in appraising and synthesising evidence
6. Good knowledge and understanding of local government and voluntary/community sector, the pressures on them, and implications for capacity building.\*\*
7. Good understanding of academic sector and experience of developing research proposals and applying for research funding.
8. Strong leadership and management skills, contributing to a supportive team culture that fosters individual and team growth and development.\*\*
9. Ability to collaborate effectively with council, academic and community partners, with strong interpersonal skills and sensitivity to different perspectives and contexts.\*\*
10. Strong communication and presentation skills, both verbal and written, with an ability to present complex information and concepts in an engaging way and adapting to suit the audience.
11. Good organisational skills, ability to prioritise and work to tight deadlines.\*\*
12. Comfortable with uncertainty, flexible and adaptable to this complex and emergent capacity building programme, using a growth mindset so all opportunities can be developmental.
13. Commitment to promoting health equity and addressing health determinants.

### **Essential qualification(s) and experience**

1. Masters level academic qualification in public health, research methodologies, evaluation or related fields, or equivalent evaluation experience \*\*
2. Significant experience of applying a range of different evaluative approaches, choosing the most suitable to the intervention/activity being evaluated and the purpose of the evaluation\*\*

3. Experience of developing Measurement, Evaluation and Learning (MEL) frameworks and Theories of Change\*\*
4. Experience of supporting the use of evaluation findings\*\*
5. Experience of evaluation capacity building including training\*\*
6. Experience of multi-sector collaborations and developmental evaluation approaches.\*\*
7. Experience of developing research and evaluation proposals and applying for research and evaluation funding.\*\*

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>