



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Impact, Monitoring and Evaluation Officer
Lifelong Learning Centre



Salary: Grade 6 (£27,025 - £32,326 p.a)

Reference: CSLLC1091

We will consider flexible working arrangements

Impact, Monitoring and Evaluation Officer Lifelong Learning Centre

Do you have experience in impact measurement and evaluation? Do you have sound knowledge of data analytics with the ability to share your skills with others? Are you interested in the widening participation agenda?

This is an exciting role for a candidate with experience of impact measurement and evaluation. The postholder will support the Lifelong Learning Centre (LLC) to assess the impact of its work in widening participation and student success. The LLC's mission is to work with mature, part-time and foundation-level learners, with an emphasis on supporting those from groups under-represented in higher education.

We are seeking to appoint an Impact, Monitoring and Evaluation Officer. You will be involved in producing and analysing management information relevant to the LLC's strategy and remit. You will support the LLC's widening participation work, developing appropriate impact and evaluation frameworks relating to the various stages in the learner journey. You will work collaboratively to share your knowledge and skills to enable staff to undertake robust evaluation of student support activity.

With experience of working with complex data sets, you will be a team player, demonstrating excellent interpersonal skills and the ability to communicate effectively with academic and support staff at all levels.

What does the role entail?

As Impact, Monitoring and Evaluation Officer your main duties will include:

- Working with colleagues to develop impact measurement frameworks, leading on the implementation of quantitative monitoring whilst liaising with colleagues on complementary qualitative evaluation techniques in relation to widening participation, student experience and student achievement activity;
- Working with the senior management team to develop a framework and schedule for regular reporting of key metrics for internal monitoring, planning and statutory purposes;



- Building and sustaining a strong partnership with the University's Strategy and Planning Team for the purposes of benchmarking and reporting on the Centre's widening participation work;
- Developing data sets, documenting data definitions and methods to enable reporting on access, retention and achievement of mature, part-time and foundation year learners;
- Acting as project lead for General Data Protection Regulation compliance, taking appropriate actions in consultation with the Centre Manager;
- Working collaboratively with teams involved in outreach, student recruitment, student experience and student success to embed evaluation as part of strategic design of activities;
- Dealing responsively with ad-hoc requests for student information, meeting deadlines whilst maintaining high levels of accuracy and attention to detail in all aspects of work;
- Producing excellent quality management reports including appropriate data visualisations;
- Cascading data monitoring knowledge to relevant staff in the LLC by means of documentation, training and advice sessions;
- Maintaining an overview of current University information systems and procedures, identifying how these could enhance or affect the work of the Centre;
- Being adaptable and flexible, with the ability to learn new skills quickly.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Impact, Evaluation and Monitoring Officer you will have:

- Experience of using quantitative techniques for evaluating, collecting, analysing and interpreting complex datasets in a wide range of formats and presenting these to diverse audiences;
- Demonstrable ability to work collaboratively with colleagues to develop frameworks for reporting and evaluation;
- Evidence of in-depth understanding of General Data Protection Regulation and how this affects data gathering, storage and reporting;



- Excellent accuracy and meticulous attention to detail;
- Excellent IT skills which must include intermediate level knowledge of Microsoft Word, Excel and Access;
- Excellent interpersonal and communication skills, with the ability to explain complex information to a lay audience;
- Excellent organisational skills with the ability to work flexibly, prioritise and meet conflicting deadlines;
- Evidence of willingness to develop data analysis skills and commitment to continuous professional development.

You may also have:

- A background in participatory research;
- Understanding of qualitative evaluation methods;
- Experience of using a student records system e.g. Banner.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Sitara Akram, Centre Manager

Tel: +44 (0)113 343 7894

Email: s.akram@leeds.ac.uk

Additional information

Further information about the [Lifelong Learning Centre](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

