



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**National Collaborative Outreach Programme (NCOP) Project Officer  
(Research and Evaluation), Go Higher West Yorkshire**



**Salary: Grade 6 (£27,025 – £32,236 p.a.) pro rata**

**0.5 FTE**

**Reference: SESAR1200**

**Fixed-term until 31 July 2021**

**We will consider flexible working arrangements**



# **National Collaborative Outreach Programme (NCOP) Project Officer (Research and Evaluation) Go Higher West Yorkshire**

**Do you have good organisational skills with an interest in research and evaluation? Are you passionate about making a difference and improving access to Higher Education? Do you want to help us evidence our work?**

Go Higher West Yorkshire (formerly HEART), a partnership of 13 Higher Education Providers in West Yorkshire, is looking to appoint a Project Officer to work within the Research and Evaluation team to support the delivery of our Office for Students funded National Collaborative Outreach Programme (NCOP).

NCOP seeks to identify and address issues around progression to higher education for young people living in areas where progression is low overall, and particularly low when GCSE attainment is taken into account. Working with the NCOP Research and Evaluation team, you will ensure the project's targets for improved access into Higher Education are met, by ensuring we can evidence our work through appropriate monitoring, research and evaluation.

The post will be based in the Go Higher West Yorkshire team, located on the University of Leeds campus, but will require the holder to work on a flexible basis, including travel to alternative locations and some evening work.

## **What does the role entail?**

As Project Officer (Research and Evaluation), your main duties will include:

- Working closely with the NCOP Research and Evaluation team to develop high quality statistical and written reports, performing analysis of data and presenting findings to both internal and external stakeholders;
- Enabling and supporting colleagues across the programme, acting the first point of contact for evaluation and monitoring advice. This will include sign-posting to others and providing written guidance;
- Working alongside the Outreach Team to advise on appropriate methodologies and ensure that evaluation is built in to outreach delivery and informs future practice;



- Acting as the central point of contact for the collection of evaluation and monitoring data from across all partners, with responsibility for ensuring that all data collected through research, evaluation and monitoring is GDPR compliant and meets the data protection standards of the University of Leeds;
- Reviewing and updating team planning documents and maintaining accurate records of data collected;
- Providing line-management of the GHWY Research Administrator;
- Gaining an overview of the HEAT database and overseeing its use, including the process of data collection and submission to the system, the management of externally contracted and temporary staff as required, supporting others in the preparation of data for the system, carrying out quality assurance on the data, advising on improvements to the HEAT system, adapting to operational changes, developing processes, and making recommendations for enabling these improvements to be realised, dealing with HEAT-related enquiries, providing guidance on best practice and training staff to use the system;
- Conducting online and paper based feedback surveys and managing the administration and/or analysis of data collected (including the development databases or other appropriate media to support ongoing data analysis and reporting);
- Supporting the dissemination of research and evaluation findings locally and nationally;
- Ensuring ethical considerations for conducting research and evaluation with children and other vulnerable people are taken into account.

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 Research and Evaluation Officer you will have:

- Education to degree level or equivalent work experience;
- Empathy with and understanding of the ethos and purpose of the NCOP project, including experience of developing, designing, delivering and monitoring activity to support learner progression into HE;
- Experience of developing or improving, and encouraging the use of, resources to support training or improve professional practice;



- Experience of managing a large data base and of developing processes to assure the quality of the data;
- Confident and proficient use of Microsoft Excel, able to perform a variety of functions including ability to use formulae and pivot tables to support data collation and analysis;
- Experience of working with non-specialists to conduct project monitoring, research and/or evaluation;
- Excellent interpersonal and communication skills, including confident and effective presentation skills and the ability to work with a wide variety of audiences, including young people and their key influencers;
- Highly developed organisational skills, with excellent attention to detail and the ability to coordinate multiple strands of work;
- Knowledge and understanding of research and evaluation in the context of Widening Participation;
- Ability to collect, analyse and interpret large datasets;
- Strong team-working skills, including experience of working in teams both internal and external to the organisation.

You may also have:

- Knowledge and understanding of the HEAT database;
- Knowledge and/or experience of evaluation methodologies such as pre and post surveys, theories of change, logic models or control groups;
- Understanding of the ethical considerations when working with vulnerable participants including children and young people;
- Line-management experience and/or experience of managing external contractors/temporary staff.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. 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:

**Dr Anna Woodhouse, NCOP Research and Evaluation Manager**

Tel: +44 (0)113 343 6661

Email: [A.Woodhouse@leeds.ac.uk](mailto:A.Woodhouse@leeds.ac.uk)

## Additional information

Find out more about our work visit [www.gohigherwestyorks.ac.uk](http://www.gohigherwestyorks.ac.uk)

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Candidates with disabilities

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

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

