

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Projects Researcher/Evaluator [for APP Evaluation Plans]

Salary: £38,694 - £46,423 per annum

Contract: one year contract, full time

Grade: 5

Location: 272 High Holborn, London

Accountable to: Interim Dean, Learning, Teaching, Enhancement

Section: TLE Exchange

Purpose of Job:

To help with data collection and analysis [qualitative and quantitative] for smaller Access and Participation Plan (APP) projects across UAL. The Projects Researcher would gain overarching familiarity with College APP and cross UAL/central APP projects and be able to report back to the APP group any particular insights and trends that could help lead to increased impact across UAL.

This role is central to the operational delivery and implementation of a number of UAL APP Evaluation plans that respond to particular university strategic priorities

Duties and responsibilities

- To work with project leads to collect and evaluate data for small to medium scale projects. This could include arranging, running, evaluating qualitative findings from focus groups and interviews
- Writing and sharing comprehensive summaries and insights of findings for various audiences
- Summarising and presenting evaluation findings in clear and visually engaging ways so that they are accessible by non-data experts
- To draw on and evaluate existing (quantitative and qualitative) data available to the postholder
- Collaborating effectively with the Project Leads, managing expectations, reporting on progress
- To be proactive in the management of relevant data, ensuring data is recorded accurately, in line with GDPR
- To undertake training related to the areas to be evaluated as necessary
- To develop evaluation questions for particular purposes
- To design and write questionnaires and surveys
- To Use a range of methods such as interviews, surveys, and focus groups suitable to the needs of a project
- Managing a number of projects simultaneously, each with specific focuses and needs
- Managing projects across different contexts [in this case working across UAL teams and colleges]
- To coordinate activity relating to collecting, analysing, and evaluating data and presenting findings to varied audiences
- To keep updated via the Project Leads of existing/ongoing work between evaluation leads and University Central Planning Unit (UCPU) and support as appropriate.

General

- Performing such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertaking health and safety duties and responsibilities appropriate to the role.
- Working in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Personally contributing towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertaking continuous personal and professional development, and supporting it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Making full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conducting all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key working relationships: [list not exhaustive]

APP Evaluation Leads across UAL
External APP Consultant
Interim Dean Learning, Teaching, Enhancement
Heads of Exchange
APP Evaluation Network
UCPU

Resources Managed

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): N/A

Projects Researcher/Evaluator – Grade 5

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Degree or equivalent [essential] • Postgraduate degree [desirable] • Sector approach to Access and Participation and social research methods [desirable] • Detailed knowledge of data and reporting requirements in Higher Education • Working knowledge of data reporting tools
Relevant Experience	<ul style="list-style-type: none"> • Experience of having worked with and managing data sets for small to medium scale HE projects • Experience of working with institutional data [HE data] • Report writing / summarising data for non-data experts • Deals appropriately with difficult situations or confidential matters according to policy and procedure, referring to others where necessary and appropriate • Understanding of diversity principles • Experience of working on complex projects or initiatives that support inclusion and improve access and outcomes for specific groups • Has previous IT experience of working on databases and complex spreadsheets. • Experience of analysing and interpreting datasets to inform planning activities • Experience of developing evaluation questions for particular purposes • Experience of designing and writing questionnaires and surveys
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way • Communicates effectively using technology given current context • Uses appropriate levels of IT skills for the post, including a good understanding of related databases and data manipulation and extraction • Analyse and synthesise data for clear communication • To attend internal meetings relevant to the role and present/discuss progress of work with colleagues across UAL
Professional Practice	<ul style="list-style-type: none"> • Demonstrates commitment to own development through effective use of the appraisal schemes and other staff development processes • Commitment to diversity and equity • Using a range of methods such as interviews, surveys, and focus groups suitable to the needs of a project
Planning and Managing Resources	<ul style="list-style-type: none"> • Plans, prioritises and organises work to achieve objectives on time

	<ul style="list-style-type: none"> • Managing a number of projects simultaneously, each with specific focuses and needs • Managing projects across different contexts [in this case working across UAL teams and colleges]
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different teams • Able to take initiative to work autonomously • Coordinate activity relating to collecting, analysing, and evaluating data and presenting findings to varied audiences
Customer Service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with students and staff • Maintains up to date knowledge of services available in own and related areas of work adapting service and systems to meet customer needs
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Uses initiative and creativity to resolve problems and suggest methodological approaches • Designs and uses data gathering and analytical methods appropriate for each investigation, recognising and accurately interpreting patterns and trends and producing reports that identify key issues and findings • Assesses and challenges decisions appropriately to ensure risk are minimised and that processes and outcomes are robust