



Role Title: SEER Evaluation Manager

Are you looking for an exciting new challenge in 2023? Following unprecedented growth, we are looking for additional staff to help deliver on evaluation commitments as part of our SEER service. We are looking for a competent evaluation enthusiast who enjoys designing, developing and running a mix of evaluation measures to build evidence bases for practice development. You will love all things data and be capable and experienced in identifying and applying a range of evaluation methodologies and working with multiple datasets, including quantitative and qualitative data. This exciting role requires you to apply your expertise to selecting appropriate evaluation methods for different projects and advising our SEER members. You will need strong communication and report writing skills, and the ability to effectively present findings to a range of audiences. You will thrive in a fast-paced, dynamic environment and contribute to the work of the broader team in developing SEER services and ensuring alignment to regulatory requirements and sector best practices. This role brings excellent opportunities for career development.

Closing Date: Friday 1st December 2023

Location: Flexible (usually working from home – although some travel will be necessary)

Salary (per annum): £30,000 - £36,000 (plus WFH, Annual Leave, Pension)

Type: Full or Part-time (by negotiation)

Reports to: Head of SEER

Make an application

To apply for this post please submit a CV including two references, and a cover letter of no more than two pages outlining how your skills and experience meet the job description and person specification detailed below.

Applications should be submitted to emily@appliedinspiration.co by 6pm on Friday 1st December.

If you require further information, or wish to discuss this role, please contact Emily Warwick, Head of SEER (emily@appliedinspiration.co) or Ellie Mitchell, Executive Support (ellie@appliedinspiration.co) to arrange a discussion with Emma Thomas, Managing Director, and Emily Warwick.

We particularly welcome applicants who are disabled, LGBTQ+ and/or from a minority ethnic group, as these are under-represented in our organization.

Applied Inspiration International Ltd

Applied Inspiration delivers a range of support and services to higher education providers in the areas of access and participation, outreach, student success, and careers. It is our belief that, if fair access and participation in education, successful careers, and ultimately social mobility is to be realised, it requires not only empowerment of learners but

also building of the *enabling environments* that foster, develop and promote the success and progression of all learners.

We support providers to develop and deliver more effective, efficient, and impactful programmes and to achieve structural, strategic and leadership capacities. We provide a range of services relating to outreach activity, data and evaluation, enhancing student success practices, and strategic development and training. We are the home of “SEER” – the *Specialist Evidence, Evaluation and Research* collaborative service – supporting providers to effectively evaluation, research and understand the impact of their work on equality of opportunity.

The Specialist Evidence, Evaluation and Research (SEER) collaborative service

The Specialist Evidence, Evaluation and Research (SEER) partnership is a collaborative service for smaller, specialist and newly registered higher education providers. SEER’s focus is on supporting this group with regulatory and institutional priorities relating to access and participation, in the critical areas of data and monitoring, evaluation and research.

The overarching objective of SEER is to ensure all our members have access to expertise and efficient delivery solutions to support their data, evaluation and research commitments as part of Access and Participation Plans, in ways that add broader value to the organisation.

Developed in collaboration with providers, SEER officially launched in November 2019, in partnership with Independent HE and with 4 founding provider partners. We now have a steadily growing membership, currently at 19 higher education provider members.

We are committed to developing, supporting, producing, and disseminating high-quality data, monitoring, evaluation and research practices in access and participation. Over time, SEER will become an influential hub of knowledge, data and insights into effective practice, context and outcomes in access and participation particularly for small, specialist and new providers. This work will help to inform the sector, regulator, practitioners and policy makers.

Job Description: The Role

Following ongoing and significant expansion, SEER requires experienced evaluators to support our members. The SEER Evaluation Manager will take a leading role on our varied evaluation projects, designing and delivering robust evaluations of access and participation activity.

The SEER Evaluation Manager should have a firm belief in the value of data-driven, evidence-based policy and practice and a clear understanding of how to develop evaluation measures and frameworks. They will have experience of developing and delivering evaluations, from initial design to reporting and dissemination, along with experience of data collection, collation, and analysis. They should have a developed understanding of a range of quantitative and qualitative methods, and will be able to support colleagues and staff within our member organisations to deliver these. Experience of working within a higher education context and particularly within access and participation will be an advantage.

Evaluation and data analysis will support member institutions with identifying gaps and/or outcomes in respect of access and participation. SEER reporting includes a range of recommendations to develop or improve practice, which need to be effectively communicated to members. The Evaluation Manager will therefore be experienced in communicating complex information to varied audiences and in varied mediums, and will work with the Head of SEER in ensuring data and evaluation can be used for strategic decision making.

The SEER Evaluation Manager will work with colleagues and our member institutions to develop and embed evaluation methods, frameworks and practices in their access and participation work. This may involve delivering training, developing bespoke tools and frameworks and working with members to improve their processes and capabilities in data collection and analysis. The Evaluation Manager will need to keep up to date with sector practices in evaluation and regulatory guidance on evaluation and monitoring to support the work of SEER and advise members.

The Evaluation Manager will need to work flexibly and independently in a fast-paced dynamic environment. We need someone who will be capable, thoughtful, and results-focused.

Job Description: Duties and Responsibilities

The role of SEER Evaluation Manager will include the following duties and responsibilities. This provides a summary of the main duties and responsibilities expected of the post. Duties and responsibilities will need to respond to the needs of the organisation, and the post-holder may be required to undertake other duties of similar level and responsibility:

Monitoring, evaluation and reporting:

- Provide evaluation and analytical support and reporting for SEER and its members across the student lifecycle.
- Work with members and colleagues to design and deliver effective evaluation, insight and research projects, using a range of qualitative and quantitative methods.
- Develop tools and systems to support repeated use and analysis of relevant data.
- Work with the Head of SEER to establish and implement evaluation frameworks and practices, including development of toolkits, strategy and analysis techniques, for example.
- Support members to take an evidence-led approach to access and participation, ensuring monitoring and evaluation becomes embedded within small and specialist providers.
- Deliver training and workshops on research, evaluation and monitoring.
- Produce resources and tools to support SEER members to monitor and evaluate their access and participation work effectively.
- Write clear, concise and targeted reports to support robust and evidence-informed decision-making and target setting.
- Where appropriate use effective visual representation of data outcomes to support interpretation by a range of stakeholder groups.

Stakeholder management:

- Liaise effectively with SEER partners and members to enable effective data collection, evaluation, reporting and presenting processes.
- Represent SEER and Applied Inspiration at external events and conferences, including delivering workshops and presentations.
- Actively participate in broader sector meetings and collaborations with key stakeholders as may be required, e.g. the Office for Students, TASO, Independent Higher Education and GuildHE.
- Build and nurture relationships with HE providers to access and work with relevant institutional datasets.

Other responsibilities:

- Support the Head of SEER and Applied Inspiration’s leadership team with other, broader specific projects and tasks, as required.
- Develop and maintain awareness of evaluation and monitoring practice in the sector.
- Develop and maintain a good overall understanding of Applied Inspiration services, and collaborate to support Company objectives, including administration and process development, as required.
- Support and be an ambassador for the Company’s commitment to widening participation, social justice and mobility, inclusive education and engagement; and support Company values.

Person Specification	Essential	Desirable
Education and experience		
Degree qualification, preferably in a subject with a substantial analytical component, or a combination of education/ training and relevant experience	X	
Experience of analysing large / complex datasets to support decision making	X	
Experience of evaluation, monitoring and/or research	X	
Experience managing multiple concurrent projects, and using project management tools	X	
Experience of delivering evaluation projects within or to education or higher education sectors		X
Experience of supporting others to develop their approach to evaluation and/or use of data for decision making		X
Experience of high-level statistical analysis (e.g. significance testing, visualization, regression analysis)		X
Knowledge/Skills		
Excellent oral and written communication skills including report writing and giving presentations	X	
Knowledge of research and evaluation methods, including qualitative and quantitative	X	
Ability to liaise effectively with and support a range of stakeholders	X	
Ability to communicate complex information to a range of audiences	X	
Ability to analyse complex datasets, using relevant software where needed	X	
Understanding of Theory of Change or similar evaluation approaches		X
Understanding of the widening participation agenda and challenges to equality of opportunity in higher education for underrepresented groups		X
Knowledge of and experience of working with a range of Higher Education specific datasets (e.g. NSS, DLHE, HESA, UCAS, OfS).		X
Knowledge of and experience of working with datasets associated with the compulsory education sector (e.g. school performance, pupil demographics)		X

Person Specification	Essential	Desirable
Education and experience		
Personal characteristics		
Proactive and self-directing with a flexible approach to work and able to deliver against tight time scales	X	
Commitment to equality of opportunity	X	
Excellent organisational skills, including ability to prioritise own workload and self-manage time and resources	X	
Able and willing to travel to other locations within the UK occasionally	X	