

## ROLE PROFILE

<b>Job Title:</b>	Lead Evaluation Officer (Culture)	<b>Job Code:</b>	SCP/R4
<b>Department:</b>	Research & Intelligence	<b>Version:</b>	1.0
<b>Reports To:</b>	Evaluation Manager	<b>Date Created:</b>	March 22
		<b>Member of:</b>	
		<b>Grade:</b>	K
		<b>Budget:</b>	N/a

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

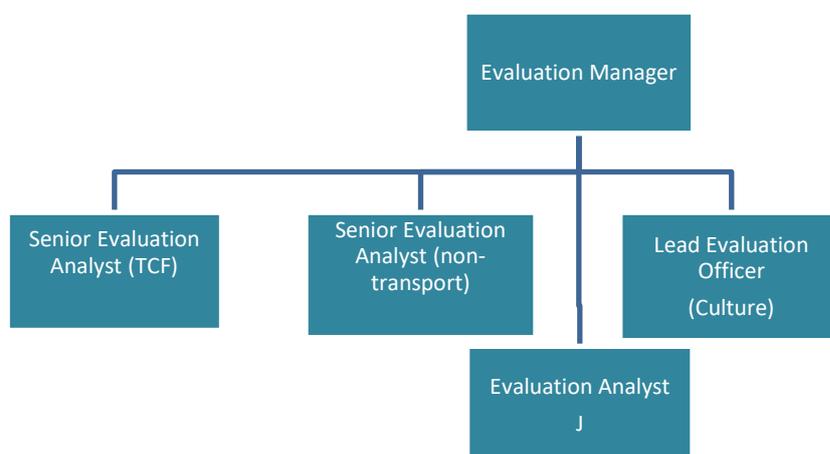
### Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:



## Job Overview:

- Responsible for the design, management, co-ordination and delivery of the Combined Authority's evaluation activity
- Responsible for directing project and programme managers internally and across sponsor organisations to ensure that evaluation activity is clearly timetabled, documented and described.
- Responsible for developing the Combined Authority's strategic approach to evaluation, ensuring that the organisation is capable of capturing the outcomes and impacts of our investments.
- Responsible for building an evidence base to inform policy, identifying gaps, and using evaluation learning to shape project design through communication and engagement with Policy colleagues and project sponsors.
- Responsible for development and management of the evaluation of key policies and delivery.

- Responsible for building and maintaining relationships with key stakeholders, including, working with and representing the CA in strategic engagement with government and other funding bodies.

- © Design, implement and maintain the systems required for delivery the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participation and delivery of your directorate's objectives.
- © Responsible for demonstrating commitment to corporate processes and ensuring that these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Contacts:

- Collaboration with a variety of internal and external stakeholders, building relationships to inform the development of evaluation frameworks
- Responsible for leading evaluation activity in specific policy contexts and working closely with colleagues develop a cohesive and embedded approach

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

### Technical Duties:

- Develop a Monitoring and Evaluation Framework to support the evaluation of interventions in the emerging areas of policy and delivery, ensuring alignment with the WYCA Evaluation Strategy and core principles.
- Lead the management, planning and co-ordination of the Combined Authority's evaluation, ensuring projects and programmes have evaluation activity clearly built into delivery commensurate with the requirements of the Assurance Framework.
- Lead and direct the commissioning of project and programme evaluation consultancy support, ensuring all project and programme managers follow Assurance Framework guidance and HMT Magenta Book best practice.
- Manage evaluation consultants, ensuring regular and effective communication to support the Combined Authority's commissioned consultancy evaluation support.
- Ensure that evaluation consultants meet the Combined Authority's quality thresholds and follow the Assurance Framework requirements for robust evaluation.
- Ensure the operational effectiveness of the Evaluation Team's processes in support of Assurance Framework project and programme evaluation activity, ensuring an effective client focused service is provided to programme managers internally and to colleagues based in external sponsor organisations.

- Lead on the dissemination of findings and lessons learned from the Combined Authority’s ongoing programme of evaluation activity, both internally and externally across key stakeholder and sponsor organisations.
- Take responsibility for key decisions on the fulfilment of evaluation commissioning, agreeing with programme and project managers where such work will be undertaken internally, and which work will be commissioned externally.
- Responsible for the ongoing development of evaluation guidance contained in the Assurance Framework and ensuring the Combined Authority’s approach to evaluation is capable of addressing new and emerging policy areas as required.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © Ensure you have the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan your workload, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority’s health and safety policy.

### Financial:

- Budget management and adherence with relevant financial processes as required.
- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

### Impact & Influence:

- Shapes and influences the development of key partner plans and strategies through engagement and advocacy of the Combined Authority’s evaluation evidence base, focusing especially on the communication of the Combined Authority’s “What Works” and lessons following project evaluation.
- Engenders trust across internal and external client groups through a focus on the needs of these different groups and an ability to “deliver” despite competing priorities. Simultaneously capable of managing cultural change across the organisation and supporting project and programme managers in a new approach to the commissioning of consultancy evaluation.
- Management of evaluation expenditure as required, driving efficiency savings in commissioning whilst working to deliver culture change in new ways of supporting project and programme evaluation.
- Responsible for communicating lessons learned on “What works” from project and programme evaluation activity and ensuring that this flows back into the assurance framework and the design of future policy and delivery.
- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective departmental relationships.
- © Use strong communication skills to influence key customers and stakeholders supporting your function’s ability to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Holds a degree or has equivalent relevant experience in Economics, Economic Analysis, Cultural Economics, Cultural Studies, Social Research Methods or similar area of study.
- © Practical experience of successfully performing in a similar role in a large public sector delivery context, with a focus on project and programme evaluation in the context of economics, culture and/or cultural policy.
- © Practical experience of successfully performing in a similar role

- Experience of effectively applying social research methods in the field of Cultural Policy to develop insights that feed back into policy and practice.
- Knowledge of quantitative and qualitative Evaluation methodologies – such as, experimental and quasi-experimental design, co-production techniques, survey, interview and focus group approaches, case study development, difference in difference, process and economic evaluation methodologies.
- Demonstrable commitment to further and ongoing professional development in the area of evaluation.
- Substantial and proven experience in the design of logic models in evaluation and the ability to apply this in policy development and formulation work.
- Highly conversant with the form and function of HM Treasury Magenta Book with the ability to command confidence through their technical knowledge.
- Significant practical and professional experience of the commissioning and procurement of consultancy research and evaluation.

### People:

- © Experience of effectively contributing to department objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

- Capable of providing professional leadership on all aspects of evaluation research design and commissioning, and effective and robust guidance to senior managers and elected members as required.
- Positively shapes and manages relationships with key client groups (both internal and external) to ensure the Combined Authority is seen as a leader on issues of evaluation and “What Works” across Leeds the city region and nationally.
- Influences and shapes the development of partner plans and strategies to align with the Combined Authority’s Evaluation Strategy and principles and build the evaluation evidence base.
- Capable of working in a multi-disciplinary environment and across functional teams to drive key objectives and priorities.

### Technical:

- © Demonstrable experience of managing and championing change successfully.
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Strong grounding in evaluation design using qualitative and quantitative approaches
- Proven experience of key techniques used in evaluation design and application – such as comparator analysis, experimental and quasi-experimental design, control group matching and

Randomised Control Techniques (RCT's), Realist or other theory-driven evaluation, survey and focus group design and implementation, or qualitative analysis.

- Understanding management information available to the Combined Authority across different areas of delivery and how such management information is used to support evaluation work.

## Financial:

© Demonstrable experience of successfully managing budgets.

- **Experience of managing budgets and following financial processes**

## Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Experience of conveying complex written and verbal information clearly and concisely.
- Experience of influencing stakeholders.

## OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.