

Job Title	Evaluation Manager
Team	Corporate Policy
Reporting To	Head of Assurance and Evaluation

About your role

The role will be responsible for the management of South Yorkshire Mayoral Combined Authority's (SYMCA) evaluation function. You will provide advice and expertise on the nature, frequency and methodological options of evaluation and ensure that the processes outlined in SYMCA's Monitoring and Evaluation Framework are implemented.

Why is your role important or how does it add value?

- This role will ensure that the outputs, outcomes and benefits of projects and programmes funded with public money are objectively assessed to ascertain the added value to, and impact on, the South Yorkshire economy.
- This role will ensure the application of lessons, best practice and recommendations identified in project and programme evaluation reports to the design of future projects and programmes.
- This role will ensure that partner organisations and MCA colleagues receive the support and advice they need to design evaluation into funding applications and that the MCA's evaluation processes are efficient and effective.

What are the tasks or work areas you are responsible for?

Manage the appointment of consultants onto the MCA's Evaluation Panel, ensuring that contracts are managed effectively and that evaluation reports are submitted to time and budget.

Develop and manage a schedule of interim and ex-post evaluations, ensuring that the nature and frequency of evaluation conducted on each programme and project is appropriate for the project value, level of risk and complexity.

Ensure that programme and project evaluation is based on quantitative and qualitative information, always with a keen eye to the counterfactual in order to confirm added value to the taxpayer, and in line with best practice.

Lead the annual review and drafting of the MCA's Monitoring and Evaluation Framework to ensure there is a clear plan for how monitoring and evaluation activities are conducted.

Support MCA colleagues and partners to identify the anticipated outcomes, benefits and impacts of prospective projects and programmes to ensure that evaluation is designed into a programme and project from the outset, assisting in the development of Monitoring and Evaluation Plans where required.

Provide advice and views to colleagues on how well the monitoring and evaluation activities proposed by funding applicants comply with the MCA's Monitoring and Evaluation Framework, Magenta Book principles and national guidance on the evaluation requirements for devolved and awarded funding such as the Adult Education Budget (AEB) and the City Region Sustainable Transport Settlement (CRSTS).

Collaborate with MCA Commissioning Teams, project and programme delivery partners and the appointed evaluation consultants on the design and focus of interim and final evaluation studies, providing thought leadership on the evaluation methodology to be used.
Prepare (and present where necessary) reports and papers on programme and project evaluation procedures, schedules, findings, and recommendations, including the MCA's Thematic Boards, stakeholder and partner organisations, liaising with the Programme Management Office and Commissioning Teams.
Facilitate project and programme evaluation workshops with MCA staff and partners to disseminate findings, recommendations and identified best practice from evaluation studies to ensure that evaluation informs the design of future projects and programmes.
Undertake any other duties commensurate with the role as requested by management.

About You

What kind of behaviours are important?	
Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What qualifications or wider knowledge do you need?	E/D	A/I
Degree or equivalent qualification in a relevant area	E	A
Evidence of recent Continuous Professional Development	D	A
Project Management qualification	D	A
Substantial knowledge of local and national strategies and policies	D	A/I
Working knowledge of public procurement requirements.	D	A/I

What previous experience is needed?	E/D	A/I
Proven experience of programme and/or project management, or working in a research, evaluation or audit role.	E	A/I
Previous experience of managing contracts with consultants or delivery partners.	E	I
Experience of working collaboratively to develop effective solutions and achieve results.	E	I
Experience of utilising analytical tools and data to drive performance and to make continuous improvements.	D	I
Experience of presenting complex ideas to external stakeholders and partners.	D	I

What skills should you have?	E/D	A/I
Excellent verbal, presentation, and written communications skills – to develop and articulate concise clear propositions and recommendations, particularly the ability to cut through complexity to give advice to decision makers.	E	I
Highly organised, able to work under pressure, and prioritise own tasks and the tasks of others to meet, targets, timescales, and deadlines.	E	A/I
Self-motivated, willing to learn, resilient and able to adapt to changes and setbacks in the work environment.	E	I
Ability to work at all levels within an organisation and partnership, sometimes in areas of tension and conflict, with an ability to establish credibility with colleagues and partners and persuade them to undertake a desired course of action in an effective and sensitive manner.	E	A/I
Ability to commission work and external expertise and manage numerous contracts in tandem.	E	I
Strong management skills, including the ability to think creatively and implement and manage change through influence and collaboration.	E	I
Strong ability to act as an inspirational role model across a wide range of staff, partners and stakeholders to motivate and to enable the delivery of high-quality programmes in a complex and demanding partnership environment.	E	I

Key

E = Essential / D = Desirable

A = Application / I = Interview