



ROLE PROFILE

Job Title:	Data and Evaluation Manager
School/Department:	Widening Participation and Outreach, Student Recruitment, External Relations
Job Family and Level:	Administrative, Professional, Managerial, Level 4
Contract Status:	Permanent
Hours of Work:	Full-time (36.25 hours per week)
Location:	Kings Meadow Campus
Reporting to:	Head of Widening Participation

Purpose of the New Role:

The Widening Participation Team seeks to appoint a Data and Evaluation Manager to ensure their activities and decision-making are continually evidence-informed. This is a new role and the post holder will be expected to design and manage processes and systems. Key elements of the role are;

- To manage and coordinate all aspects of the Widening Participation Team's data, monitoring and evaluation. To identify any areas for development within the existing evaluation framework and areas which may benefit from additional research
- To ensure that the Widening Participation Team are able to meet internal and statutory reporting requirements, including managing data requests regarding widening participation work and students
- To understand the evidence base of the barriers facing learner progression to and success within higher education (HE) and help the University of Nottingham to develop the most effective activities in tackling these
- To oversee data quality assurance including data cleansing and managing systems and processes whereby data is collected, recorded and processed; including compliance with data protection legislation and good practice

This post requires strong statistical analysis and data management skills alongside experience of reporting, data analysis and data quality assurance. It offers an excellent opportunity for someone with an eye for strategic development to make a significant contribution to the analysis of student and programme data and to shape the University's widening participation strategy via processes and data reporting provision.

The role is part of the division of Student Recruitment in the External Relations Department and comprises:

- Admissions and Enquiries (Centralised for all UG, Direct, HEU, INT, centralised student recruitment enquiry handling, data management and recruitment reporting)
- WP and Outreach (schools and colleges liaison, widening participation, open days, UCAS offer-holder days; HE fairs and recruitment projects)
- International Student Recruitment (direct recruitment, agent management, foundation programmes and recruitment through university partnerships).

	Main Responsibilities	% time per year
1.	<p>To manage and coordinate all aspects of the Widening Participation Team's data, monitoring and evaluation.</p> <ul style="list-style-type: none"> • Review the existing evaluation framework to identify any areas for development and areas which may benefit from additional research, monitoring or evaluation • Analyse and interpret qualitative and quantitative data to identify the strengths and weaknesses of activities, designing and undertaking appropriate research and evaluation methods including administrative data, experimental trials, surveys and focus groups • Present findings accurately and appropriately for various (internal) audiences and propose recommendations based on these findings to inform the widening participation strategy and approach, working closely with colleagues to increase understanding • Work with colleagues to understand information requirements and evaluation needs and identify effective methodologies to be used • Draw out trends and patterns in enquirer, applicant, offer-holder and registrations data, including emerging trends in-cycle (to inform plans for interventions). 	30%
2.	<p>To ensure that the Widening Participation Team are able to meet statutory and internal reporting requirements, including managing data requests regarding widening participation work and students.</p> <ul style="list-style-type: none"> • Maintain oversight and responsibility for the collection, collation and quality assurance of data about participants on pre-entry widening participation projects, including keeping auditable records for the annual monitoring return • Working with the University's data teams in Student Recruitment, Student Services and SPP use internal and external data to monitor the progression of WP students through the whole student lifecycle, building reports and dashboards that can be used to effectively communicate the data • Undertake analysis from a variety of sources (e.g. East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP), HESA, UCAS, internal CRM systems) for formal documents including the annual monitoring return for the Office for Students • Produce and present high quality reports and briefing papers, for a variety of audiences ranging from members of the senior management team, outreach staff and funders on the implications of evaluation and research findings for the University • Explore intersections of background characteristics (e.g. gender, ethnicity and socio-economic status) amongst students at the University and nationally to assess how these predict differential patterns of access and performance • Ensure that WP needs are considered in the transition across university data systems from Saturn to Campus Solutions. 	25%
3.	<p>To understand the evidence base of the barriers facing learner progression to and success within HE and help the University of Nottingham to develop the most effective activities in tackling these.</p>	20%

	<ul style="list-style-type: none"> • Work with colleagues across the institution to ensure data and analysis around access, success, progression and outcomes are available and used to shape interventions or activities to support students' pre and post entry to HE, contributing to the whole student lifecycle agenda • Identify gaps in current knowledge and information required • Provide a sound evidence base for decision-making in relation to student recruitment and admissions • Contribute to developments in policies, procedures and plans based on findings of analysis • Working with the Head of Widening Participation, devise and implement the annual research strategy, including shaping original research projects around a key theme and, where appropriate, commissioning and managing delivery of these projects. 	
4.	<p>To oversee data quality assurance including data cleansing and managing systems and processes whereby data is collected, recorded and processed; including compliance with data protection legislation and good practice.</p> <ul style="list-style-type: none"> • Collect and clean data providing quality assurance of data • Process, analyse and interpret data and present quantitative information. • Co-ordinate data collection methods for specific projects, and determine the types and sizes of sample groups to be used. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency, and accuracy • Become familiar with a range of internal and comparative external data sources (e.g. HESA statistical resource Heidi, National Pupil Dataset) and evaluate sources of information in order to determine any limitations in terms of answering crucial policy and practice questions • Identify improvements to the team's record systems, data capture and data storage in order to maximise analytical capabilities • To lead on the day-to-day management of the EMWPREP database for the University of Nottingham, in order to record, monitor and evaluate learner engagement in WP activities • Act as the WP team lead for data protection and GDPR compliance, keeping up with training and internal and external developments around data protection and processing. Make recommendations to improve systems and processes accordingly • Support the team to fulfil their responsibilities to cleanse data under the General Data Protection Regulations, in particular at the end of each academic year cycle. 	20%
5.	Any other duties appropriate to the role and level.	5%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Educated to degree level, or equivalent 	<ul style="list-style-type: none"> Postgraduate degree or qualification in research methods, statistics, student analytics or a related field
Skills/Training	<ul style="list-style-type: none"> Exceptional monitoring and evaluation skills with which to evaluate, assess and interpret widening participation performance. Proficient in data management and experience of providing accurate and timely interpretation of complex data, providing a link between data, information, and action Ability to draft written reports in a clear way that addresses key issues in a succinct manner Excellent IT skills including good knowledge of Microsoft Office suite of packages, especially Excel and Access 	<ul style="list-style-type: none"> Excellent understanding of a range of evaluation methodologies including RCTs and quasi-experimental designs in education settings Ability to quickly learn how to use new systems and processes
Experience	<ul style="list-style-type: none"> Experience of designing and implementing effective evaluation strategies to support project development and review. Substantial experience of reporting and analysing large data sets, producing key findings and summarising recommendations for staff at a range of levels Experience in delivering data management services to key stakeholders with excellent customer relations Experience of developing and improving management information and reporting, and adapting to changes in business needs 	<ul style="list-style-type: none"> Knowledge of outreach and access work in a HE setting Experience of working with HESA data, population data, EMWPREP or other specialist data to provide knowledge and guidance Awareness of the issues relating to the provision and analysis of applicant data especially in relation to quality assurance and enhancement Knowledge of Saturn student data systems, Campus Solutions, Tableau, Oracle Business Intelligence and EMWPREP
Statutory/Legal	<ul style="list-style-type: none"> Knowledge of data protection, and an understanding of the requirements of GDPR Satisfactory Disclosure and Barring Service (DBS) check carried out through the University upon appointment 	<ul style="list-style-type: none"> An understanding of Widening Participation and the barriers to HE progression facing underrepresented groups within the English education system

Additional Information

The role collaborates proactively and productively with other areas within the University as well as with external groups and institutions.

The role's strategic planning is subject to approval by the line manager. At the day-to-day operational level, the role operates with little guidance from the line manager.

This role works within a team which engages with students predominantly in secondary and post-16 education. It requires up-to-date knowledge and understanding of the University of Nottingham, the education sector and of developments in policies around education, university admissions and the HE environment generally.

A proportion of the role's work related to ensuring that the widening participation team meets its targets and thus makes an important contribution to University targets for increasing the number of students from underrepresented backgrounds.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.