**Improvement and Evaluation Officer**

Closing date Friday 31st January at midnight

Sift date w/c 3rd February

Interview date w/c 17th February

Secondment Opportunity from March to November (approximately) 2020

Salary capped – £34,087

Location: Glasgow

Person Specification

In order to effectively carry out the duties of this role the successful candidate must have:

* Experience of monitoring and evaluation or corporate performance management.
* Well-developed understanding of qualitative and quantitative research design and methods, including knowledge of ethical and data protection issues.
* Able to work under pressure, meet tight deadlines and prioritise a varied workload.
* Strong written and verbal communication skills.
* Able to work with internal and external stakeholders at all levels to achieve shared objectives.

You should hold a minimum 2:1 undergraduate degree in a subject with a significant social research component. Other qualifications equivalent to these may also be acceptable, if you are in any doubt please contact to discuss. Alternatively you may have significant experience in a research, evaluation or performance role.

Responsibilities

* To provide support for self-evaluation, peer learning and review across Education Scotland’s directorates.
* To work with directorates to define and review outcomes, outputs and indicators. Specifically to provide expert advice and facilitation in relation to contribution analysis and logic modelling.
* To co-ordinate information gathering and evaluative activities across directorates.
* To work with directorates to gather and analyse qualitative and quantitative data to support continuous improvement and accountability. To take responsibility for tracking and reporting a number of key performance measures.
* To provide expert advice about the use of appropriate methodologies for gathering performance information and undertaking evaluative studies/research. This includes providing advice about ethical considerations, Data Protection and support for commissioned evaluation/research as required.
* To work in partnership with colleagues at all levels by providing specialist advice to develop internal capacity in gathering and using information to inform improvement and in undertaking effective evaluative studies/research. This includes the development of tools/guidance and the delivery of tailored training and coaching approaches.
* To produce analytical briefings for the senior management team and other colleagues as required.
* To provide support to the Improvement and Evaluation Manager as required.