

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

DANCOP Evaluation Administrator

## **College/Department**

Provost L&T

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0235-22-R

## **Salary**

£21,007 to £22,627 per annum

## **Reports To**

Evaluation & Impact Lead Officer

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The DANCOP Evaluation Administrator will support the Evaluation & Impact Lead Officer to ensure that colleagues and partners are adhering to evaluation processes and to assist operationally with evaluation administration, inputting and management.

## **Principal Accountabilities**

1. Collate evaluation reports from across the DANCOP partnership, ensuring reports are submitted on time
2. Support the administration, recording, filing and submission of evaluation reports to the CFE national evaluation.
3. Support adherence to the implementation of evaluation and compliance with agreed systems. This will include working closely with partners and stakeholders.
4. Acting as a point of contact for enquiries from schools, colleges and others with regard to evaluation.
5. Liaise where required with external evaluation providers with regards to sharing monitoring data.
6. Cleanse data returns to ensure analysis is accurate and representative.
7. Assist with the set-up and facilitation of qualitative evaluation and research activities e.g. interviews and focus groups.
8. Take accurate minutes for relevant meetings and accurately record evaluation activities and events e.g focus groups
9. Assist with enquiries regarding GDPR compliance, seeking out further information as required.
10. Support the timely production and presentation of relevant statistics, analyses, reports and presentations for colleagues and stakeholders in order to monitor partnership activities and explain relevant trends.
11. Have an awareness of the national outreach research and evaluation agenda,
12. Cover for Data Administrator as required.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A Levels (or equivalent)

#### **Experience**

* Experience of working in an education environment and/or with young people.
* Experience of working in support of an evaluation and/or research project.
* Experience of using data bases.
* Experience of working in a fast-paced office environment, in particular in an administration or data inputting role.

#### **Skills, knowledge & abilities**

* Knowledge and understanding of handling data sensitively
* Understanding of evaluation methods and an ability to support them.
* Excellent attention to detail.
* Ability to work to challenging deadlines and to manage own workload.
* Excellent interpersonal skills and an ability to deal with people at all levels.
* Ability to work well in a team environment.
* Ability to use own initiative to solve problems independently.
* Knowledge of GDPR and data protection legislation.
* Knowledge and understanding of higher education; in particular widening participation policy, practice and funding issues.
* Experience of supporting colleagues with data entry processes to ensure compliance.
* An understanding of and commitment to working in an inclusive manner, and supporting and encouraging others to do so.
* Experience of supporting externally funded projects

#### **Business requirements**

* Hybrid working
* DBS Check may be required

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

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