



## Educational Impact & Evaluation Officer

**Reference:** 0593-23

**Grade:** 8

**Salary:** £37,099 to £41,732, per annum, depending on experience

**Contract Type:** Permanent

**Basis:** Full Time (36.5 hours per week)

# Job description

## Job Purpose

The postholder is required to evaluate the impact and educational gain of a range of educational strategies, interventions projects and action plans, drawing on a range of academic and student outcomes data. The role will support academic quality, but also external requirements including, but not limited to TEF, OfS B3 conditions and the University's Access and Participation Plan.

Reporting to Director of Academic Quality

## Main duties and responsibilities

The job holder will do all things within their level of skill and ability. Specific tasks include:

- ▶ Analyse and review datasets in relation to academic quality, student outcomes and access and participation
- ▶ Evaluate the impact and educational gain of a range of educational strategies, interventions projects and action plans, outreach activities and other access and participation activities, reporting to individuals and committees as appropriate
- ▶ Author high quality written reports which accurately present data in an accessible format
- ▶ Produce high level, accessible summaries of datasets for a range of audiences
- ▶ Monitor progress against action plans
- ▶ Gather data, and decide on the most appropriate approach to evaluation
- ▶ Work across multiple teams to analyse the whole student life cycle, identifying opportunities for alignment and improvement.
- ▶ Present the outcomes of evaluation, impact and performance against targets, to senior colleagues across the University
- ▶ Contribute appropriately to institutional responses to requests from regulatory bodies (e.g. Office for Students).
- ▶ Identify best practice from across the Higher Education sector, and apply this in Aston University.
- ▶ Identify data improvements, making recommendations for enhancement where appropriate to maximise analytical capabilities
- ▶ Manage the University's Equality of Opportunity Risk Register, alerting colleagues to actions that need to be addressed and keeping an accurate record of actions completed and actions planned.
- ▶ Evaluating the impact of access and participation activities
- ▶ Extract, manipulate, clean, accuracy check and analyse data to help evaluate widening participation activities. Projects may include but not exclusive to Summer Schools, Campus Visits, Mentoring Schemes and Progressive programmes
- ▶ Contribute to the writing of the University's Access and Participation Plan
- ▶ Assist in setting the University's WP targets, and monitor performance against achievement of those targets
- ▶ Attend committee meetings as required

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A minimum of an undergraduate qualification in a numerically based subject	Application form
<b>Experience</b>	<p>Experience of working in an analytical role</p> <p>Experience of working with large data sets</p> <p>Experience of manipulating and presenting data in a way that is accessible to a range of stakeholders</p> <p>Experience of assessing the impact of interventions</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to work alone, setting oneself stretching targets and achieving them</p> <p>Ability to effectively multi-task and prioritise tasks</p> <p>Ability to meet deadlines</p> <p>Good oral and written presentation skills</p> <p>Ability to convey detailed, data-driven information in an understandable and engaging manner to a range of stakeholders, both verbally and in writing</p> <p>Excellent IT &amp; data analysis skills</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	A postgraduate level qualification in a numerically based subject	Application form
<b>Experience</b>	<p>Experience of working in an analytical role in Higher Education</p> <p>Experience of working in an area covered by a tight regulatory framework</p> <p>Experience of working in widening participation activities</p> <p>Experience of using HEAT SITs or Power BI</p>	Application form and interview



# How to apply

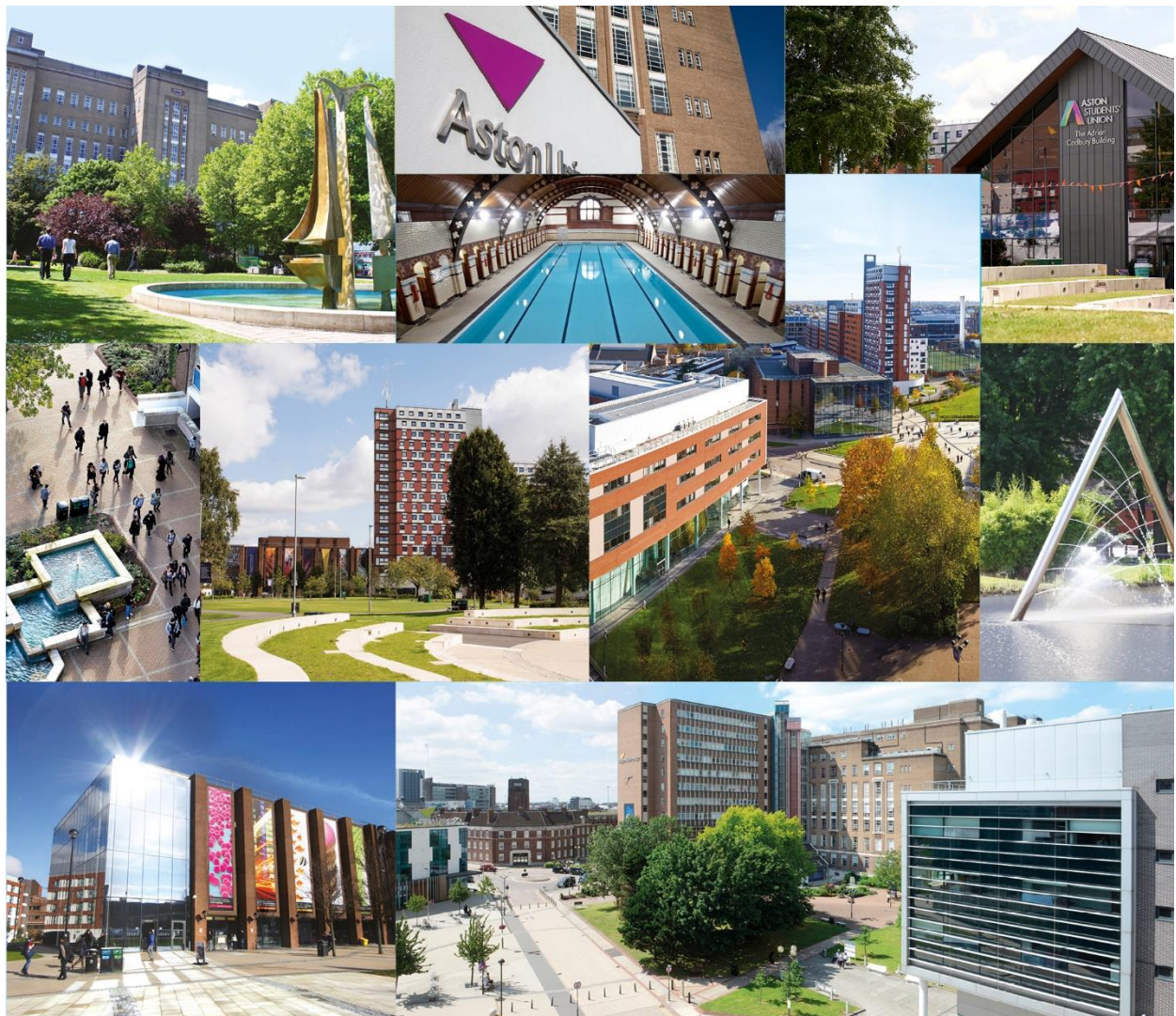
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Alison Thompson

Job Title: Executive Assistant PVC Education

Email: [a.thompson9@aston.ac.uk](mailto:a.thompson9@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

**Aston University**

**Birmingham**

**B4 7ET, UK.**

**+44 (0)121 204 3000**

**aston.ac.uk**



**Where change  
gets real.**