



# Role Profile

<b>Job title:</b>	Monitoring and Evaluation Specialist	<b>Reports to:</b>	Evaluation Team Manager
<b>Grade:</b>	D	<b>Last Evaluated:</b>	08/08/2022
<b>Directorate:</b>	Strategy & Policy	<b>Department:</b>	Strategy
<b>Location:</b>	Head Office	<b>Budget responsibility (optional)</b>	Yes

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

## Role purpose:

It is vital that CITB evaluates the performance of the interventions that it undertakes, to understand the impact that they have, to be able to report these to government and industry and to identify how to improve their effectiveness. This should be undertaken across a broad set of activities, to generate a robust set of data to feed in to strategic decision making. This will help CITB to answer the following questions:

- Did it choose the right intervention and did it result in the expected outcome/impact?
- Did it implement the intervention correctly?
- Did CITB activity drive that result, or would it have happened anyway?
- If we didn't achieve the result desired, was this because the intention was wrong, was incorrectly implemented or monitored ineffectively?

## Key responsibilities and accountabilities (circa 5-7):

1. Monitor / evaluate performance against strategic aims
2. Conduct Impact assessments, including 'deadweight' analysis, commissioning research where required to generate evidence.
3. Evaluate qualitative and quantitative research of varying sources and quality
4. Create appropriate performance measures
5. Process and analyse multiple / complex data and intelligence sources and draw conclusions from evidence and data.
6. Communicate insight in suitable form for multiple audiences
7. Identify gaps in data and work with research team to overcome them
8. Identify/implement methods to synthesise softer data/info

## People Leadership / Team Leadership – where the role has direct or matrix reports.

Not applicable.

## Key contacts and relationships:



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**Internal:**

As well as the Evaluation Team Manager, they will work closely with the Heads of Strategy (Careers, Training and Development and Standards and Qualifications), and of Levy and Grant to agree and measure outcomes. They will also work closely with Contracts and Commissioning to ensure consistent monitoring of the performance, and when applicable, appropriate standards for the evaluation of CITB's interventions. They will also work closely with the policy and research teams to ensure that the evaluation work takes account of developments in the external environment.

Under the direction of the Evaluation Team Manager, the Monitoring and Evaluation Specialists will undertake and commission research and engage with CITB subject matter experts and operational managers to evaluate the impact of specific interventions. It will also provide a consistently updated set of data on the performance of each CITB intervention. Working with the Evaluation Team Manager, they will ensure that all interventions have clear and measurable outcomes and will work with the research team to identify how CITB will obtain the evidence to evaluate impacts.

As well as evaluating specific interventions and generating a dashboard of their performance, they will also contribute to regular reports on the impact of CITB interventions and their contribution to CITB's overall KPIs.

**External:**

Research agencies that are commissioned

Other relevant organisations that undertake evaluation of their impacts

**Knowledge and Experience****Essential**

- Educated to degree level with relevant professional qualification
- Ability to analyse complex data and draw insightful conclusions and recommendations
- Excellent numerical and analytical skills with proven ability and experience of using tools for data analysis.
- Strong critical thinking skills combined with a high level of communication skills, and evidence of communicating complex evidence clearly to non-specialist audiences.
- Knowledge of concepts and principles of social science research, including experience using quantitative and qualitative data collection techniques.
- Experience of working with a range of internal and external stakeholders, with a focus on building effective and enduring relationships/networks
- Proactivity and ability to manage own time and workload, and prioritising to meet deadlines
- Understanding of the latest developments within the profession of Monitoring and Evaluation

**Desirable**

- Previous experience of evaluation work (either managing evaluation consultants or carrying out evaluations)
- Relevant experience of statistical analysis using appropriate statistical techniques and packages such as Snap and SPSS
- Experience using data visualization tools



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- Contacts in other relevant organisations that evaluate their impacts.

## **Behavioural competencies:**

- Drives for results – Level 3
- Working with courage and integrity – Level 3
- Customer Focus – Level 3
- Effective decision making – Level 3

## **Special Conditions/Other Requirements: e.g. travel requirements, working arrangements**

Travel as required throughout GB

### **Version Control:**

Version	Date	Author	Change
2.0 (e)	4.08.2022	Maca Magofke	Minor change to amend teams this role works with and added to new template
0.2			

<https://citb.tal.net/vx/mobile-0/appcentre-1/brand-0/candidate/so/pm/1/pl/16/opp/61-61-Monitoring-and-Evaluation-Specialist/en-GB>