



Role Profile

Job title:	Monitoring and Evaluation Specialist	Department:	Strategic Planning
Grade:	D	Reports to:	Strategic Planning and Evaluation Manager
Location:	Head Office	Budget responsibility (optional):	

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. Communicate insight in suitable form for multiple audiences
6. Identify gaps in data and work with research team to overcome them
7. Identify/implement methods to synthesise softer data/info

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

Not applicable.



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Key contacts and relationships:

Internal:

As well as the Strategy and Evaluation Manager, they will work closely with the Heads of Careers Strategy, of Training and Development Strategy and of Levy and Grant to agree and measure outcomes and with the Contracts and Commissioning to ensure consistent monitoring of the performance 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 Strategy and Evaluation 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 Strategy and Evaluation Manager, they will ensure that all interventions have clear and measurable outcomes and will work with the research time 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 and draw conclusions from complex data on monitoring and evaluation issues
- Report writing with an ability to draw out insightful conclusions and recommendations
- Ability to convey complex technical processes/conclusions in simple terms, both verbally and through written communication;
- Excellent numerical and analytical skills with proven ability and experience of using
- Comprehensive knowledge of concepts and principles within own professional discipline, gained through broad and in-depth experience – a recognised expert and acknowledged authority within their particular field of expertise
- Basic knowledge of other business disciplines in order be able to resolve issues that have an impact beyond own professional discipline
- An understanding of how own business area integrates with other business areas in order to achieve the goals of CITB
- Understanding of the latest developments within the profession of Monitoring and Evaluation



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Desirable

- Previous experience of evaluation work
- 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