

Access and Participation Evaluation Manager

Student Admissions and Access

Closing date: 6th May 2024

Job Reference: AT41088



Access and Participation Evaluation Manager

Salary:

£33,966-£44,263 (Grade 7)

Contract:

Permanent

Working pattern:

Full-time

Location:

Central Cambridge

Department:

Student Admissions and Access

Responsible to:

Deputy Head of Widening Participation (Impact and Training)

Purpose of the role

This post is part of the Widening Participation (WP) team in Student Admissions and Access (SAA) and is responsible for supporting the evaluation and monitoring of access and participation projects delivered across Education services.

The Access and Participation Evaluation Manager will build capacity across central units working on access and participation activities, ensuring a level of consistency and promoting the use of common frameworks. This will help the University to meet expectations set by the Office for Students, ensure that we are making progress against agreed targets in our Access and Participation Plan, and better inform programme design and future delivery.

The Access and Participation Evaluation Manager will support and train staff with embedding evaluation into the design and delivery of their core functions, activities, and projects.

The Access and Participation Evaluation Manager will work collaboratively to help raise the profile and standards of the evaluation of access and participation interventions across the Collegiate University, by developing and delivering opportunities for increasing knowledge and expertise, networking, and cross-area research and evaluation projects. They will help support the development of joined-up institutional approaches to access and participation evaluation, effective use of resources, and sharing of best practice and evidence.

The Head of Widening Participation and other Heads of Team in SAA may also, from time to time, require the role-holder to perform other duties appropriate to the grade.



Access and Participation Evaluation Manager

Key responsibilities

- Develop, update and maintain guidance on producing evaluation and monitoring frameworks, theories of change and other related strategic documents including research ethics and data protection protocols
- Oversee monitoring and evaluation strategies for centrally delivered Widening Participation programmes
- Facilitate and work collaboratively with Education Services staff to embed evaluation as part of the strategic design of activities and events; suggesting improvements or changes where appropriate and expanding understanding and utilisation of qualitative methods/analysis
- Provide guidance to analyse, interpret and understand evaluation data in order to inform reporting, future project planning and changes to delivery.
- Develop, promote and disseminate best practice for evaluation work across the collegiate University, including supporting the Access and Participation Evaluation Community of Practice
- Align evaluation practice with guidance and expectations from the Office for Students. Keep up to date with developments in the sector, disseminating to colleagues where appropriate through training sessions
- Collaboratively develop and design a range of evaluation-focused wider research and evaluation projects in partnership with colleagues in Education services
- Deliver best practice sharing opportunities for Education services staff in the area of evaluation. Develop and maintain a resource bank of good practice and deliver training opportunities as appropriate to relevant staff
- Provide information and data to the APP Scrutiny Group and sub groups on access and participation evaluation work taking place across Education Services
- Develop external networks and represent the University externally in order to share findings and learn good evaluation practice taking place elsewhere in the Higher Education sector

Person specification

Desirable knowledge, skills and experience required for role

(E = Essential, D = Desirable)

Education & qualifications	<ul style="list-style-type: none"> Educated to at least first degree level (E)
Specialist knowledge & skills	<ul style="list-style-type: none"> Excellent IT skills (Word, Excel, Outlook/Teams) (E) High accuracy and attention to detail (E) Excellent written and verbal communication skills including the ability to write and present reports aimed at a variety of audiences (E) Ability to provide clear guidance and deliver effective training to a wide range of colleagues (E) Ability to work collaboratively and as part of a team (E) Highly organised and self-motivated, able to self-manage and prioritise work (E)
Experience	<ul style="list-style-type: none"> Experience of collecting, analysing and interpreting complex datasets (E) Knowledge and experience of conducting quantitative and qualitative research including survey/questionnaire design, focus groups or interviews, and mixed methods research methodologies (E) Experience of developing and implementing written frameworks and project planning, especially in an evaluation context (E) Knowledge of current best practice within the access and participation evaluation community, including the Office for Students' standards of evidence and TASO HE guidance (D) Experience of collecting, analysing and interpreting complex datasets (E) Experience with Randomised Controlled Trials (RCTs) or quasi-experimental designs (D) Knowledge, understanding and commitment to the widening participation agenda (D) Awareness of the issues that affect the access, participation, and success of students at Cambridge, particularly those from non-traditional backgrounds and underrepresented student groups (D) Experience of working in an education setting (D) Good knowledge of the General Data Protection Regulation (GDPR) and Data Protection Act (E) Experience of managing staff (D)
Additional requirements	<ul style="list-style-type: none"> Flexible approach and willingness to assist with a range of tasks within the Widening Participation team and wider office (E) Recognise discrimination in its many forms and be aware of the University's Equal Opportunities Policy (E)

Student Admissions and Access



Student Admissions and Access

For undergraduate admissions the University of Cambridge operates a College based admissions system, where decisions on which undergraduate applicants to admit are made within the 29 individual undergraduate Colleges. This process is supported and co-ordinated by Student Admissions and Access, which is funded by both the Colleges and University.

The Access and Participation Evaluation Manager Post

The post sits within the Widening Participation team and will work across the SAA Office and Education Services.

The post is line managed by the Deputy Head of Widening Participation (Impact and Training) and line manages the Widening Participation Coordinator (Data and Evaluation)

Student Admissions and Access comprises six teams:

- (i) the Admissions and Data Services Team
- (ii) the Student Recruitment and Marketing Team
- (iii) the Widening Participation Team
- (iv) Postgraduate Admissions Office
- (v) the Fees and Funding Team
- (vi) the Foundation Year Team

Terms of appointment

Tenure and probation

The appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern

Your employment is full time. There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your Line Manager.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the

right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them

during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact SSCjobs@admin.cam.ac.uk that is responsible for recruitment to this position.

The University

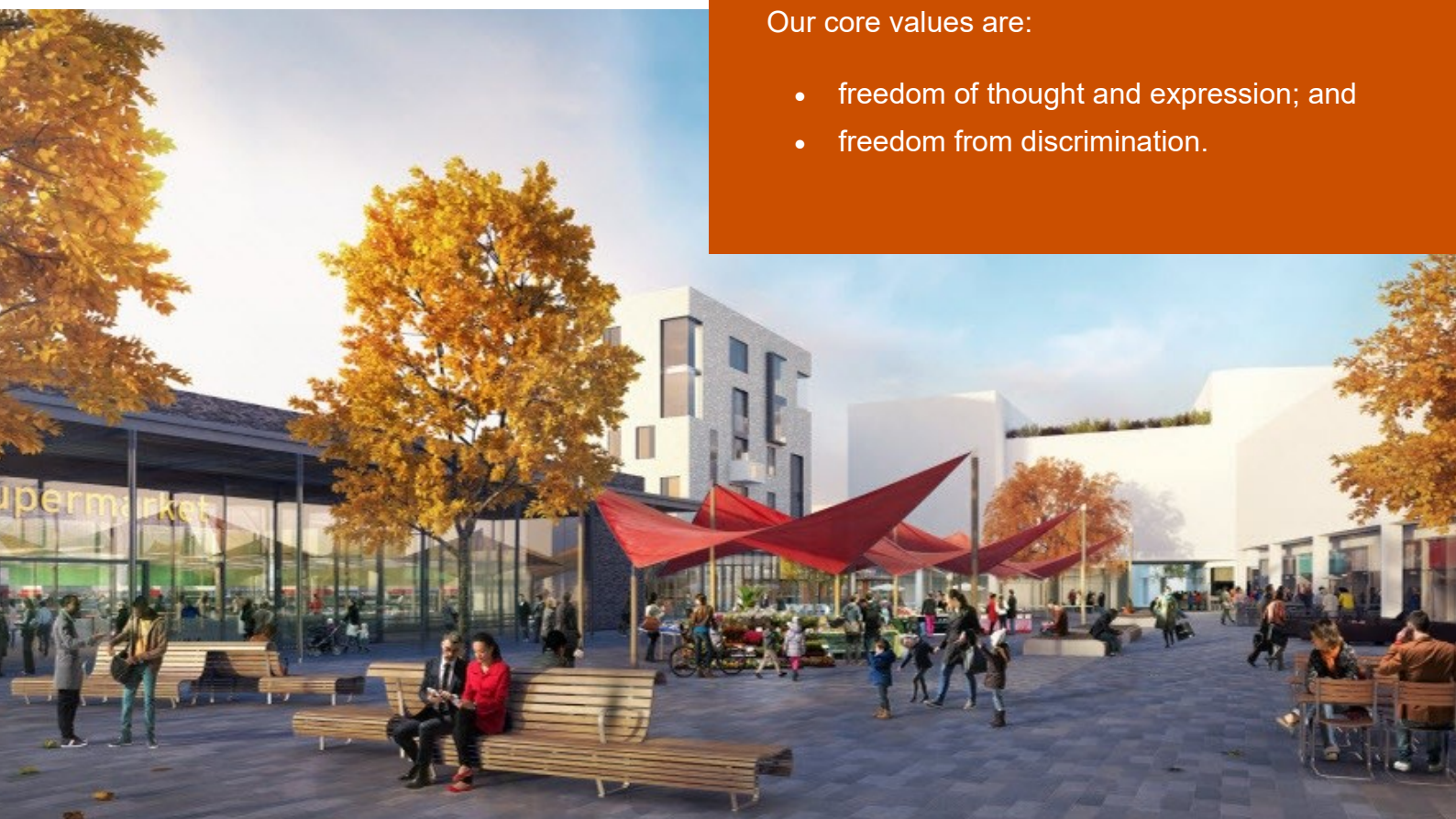
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.





About us

The University is one of the world's leading academic centres.

It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities

within a stimulating working environment. The University has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.

Living in Cambridge



Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.



The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](http://www.visitcambridge.org), the official tourism website for the city.

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy

tickets and an interest free travel to work loan are also available for staff of the University.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our highly regarded workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher

What Cambridge can offer

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website:

www.nwcambridge.co.uk

The importance of helping individuals settle into a new area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.



Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to the Deputy Head of Widening Participation (Impact and Training): holly.rowe@admin.cam.ac.uk

If you have any queries regarding the application process please contact sscjobs@admin.cam.ac.uk

The closing date for applications is: 6 May 2024

The interview date for the role is: w/c 13 May 2024



UNIVERSITY OF
CAMBRIDGE