



## Job Description

<b>Job Title:</b>	Evaluation Analyst
<b>Directorate/Team:</b>	SENZ/RIIG
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Strategic Lead- Outcomes Framework and Evaluation
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	Research, Policy, Delivery and Enabling stakeholders across the WMCA; Monitoring and Evaluation Community of Practice (M&E COP)
<b>Key working relationships:</b> (external)	Local Authorities, regional partners and external bodies of analysts such as MSAs, What Works Centres, Economic Intelligence Unit (EIU) and central government.

### Purpose of the Post

The Evaluation Analyst is a key role in our plans to strengthen our Research, Policy, Performance and Evaluation functions to ensure policy making is underpinned by high quality evidence and analysis.

This is an exciting time to join West Midlands Combined Authority.

The Evaluation Analyst will make a significant contribution by undertaking high-quality analysis, research and evaluation activity, that informs future policy and strategy development so that we can make the West Midlands the best place to live, work and visit.

### Accountabilities

The Evaluation Analyst will report to the Strategic Lead for Outcomes Framework and Evaluation in the Research, Intelligence and Inclusive Growth team. Working as part of a wider team, the postholder will provide analysis of datasets using MS Excel and other software, to inform research, policies, strategy, evaluations and impact reporting.

This will include necessary research, analysis of datasets and reports for process and impact evaluation of devolved programmes that span across key areas such as Retrofit, Energy, Transport, Housing, Local Growth, Adult Skills, Public Sector Innovation and Employment Support.

### Responsibilities

#### Strategic

- You will support the Senior Manager with design and implementation of both internal and externally run evaluations of various schemes, and policy programmes.
- You will assess available data and information sources and work with colleagues in analysing and understanding national, regional and sub-regional data of relevance to transport, skills, housing, planning or economic development policy.
- You will maintain and continuously improve the development of central data platforms collating monitoring and evaluation data in line with evaluation strategy.
- You will have key responsibilities for the delivery and dissemination quality of analysis and evaluation reports to inform policy development.
- You will advise on the quality of evidence and data, as well as availability, to support policy development, research questions and operational needs.

People
<ul style="list-style-type: none"> <li>• Liaise with Local authorities, External Bodies and MSAs and identify synergies in evidence-building exercises, aligning to common frameworks and outcomes.</li> <li>• Communicate the findings of analysis in the form of written reports, presentations, blogs, infographics and other communication methods.</li> <li>• Support the Head of/ Senior Managers with analysis to inform the Combined Authority's ongoing programme of project and programme evaluation.</li> <li>• Develop close collaborative relationships with research, analyst and policy colleagues (at all levels of seniority) and build effective partnerships across government, enabling evidence-based policy development.</li> </ul>
Operational
<ul style="list-style-type: none"> <li>• Provide accurate, timely, consistent, and relevant information and analysis across the organisations in accordance with planned activity.</li> <li>• Identify and disseminate key findings to relevant stakeholders in order to shape future strategy and policy.</li> <li>• Support internal evaluations using qualitative and quantitative research methods, reporting findings in a way that provides valuable support to policy development</li> <li>• Support the production of quarterly performance reporting to the Combined Authority Board, Programme Board, Thematic Committees and Corporate Management Team, including data processing, analysis and visualisation, selecting indicators and supporting target setting.</li> <li>• Develop robust evidence-based outputs to support decision-making, drawing on a range of analytical sources</li> </ul>
Financial
<ul style="list-style-type: none"> <li>• Provide insights for systems efficiencies for data collection, analysis, evaluation and reporting.</li> <li>• Ensuring Value for Money and adherence to appropriate governance processes for dealing with all financial activities.</li> </ul>
Other
<ul style="list-style-type: none"> <li>• Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
• Experience of working in evaluation and research projects, spanning across a range of stakeholders (e.g. local authorities, third sector, etc.)	x				
• Experience of building and maintaining effective working relationships with a range of colleagues and stakeholders to deliver agreed pieces of work.	x				
• Strong analytical skills, with the ability to interrogate data and deliver at pace where data and policy is continually evolving	x				
• Good written and verbal communication skills to clearly articulate data and evidence tailoring to a range of audiences.	x				
• Excellent stakeholder management skills to maintain effective working relationships with internal colleagues and external bodies	x				
Skills / Knowledge	E	D	A*	I*	T*
Knowledge of research and analytical methodologies and ability to demonstrate good practical application of both qualitative and quantitative approaches through project based work	x				
Excellent organisational skills, with the ability to plan workload to meet deadlines, responding quickly and effectively to changes in a fast paced dynamic environment	x				

Sound analytical capability with a good level of numeracy including knowledge of statistical analysis	x				
Knowledge of national (e.g. Office of National Statistics) and local datasets of relevance to policy development for the Combined Authority e.g. economic, demographic, housing, transport and travel, skills and other datasets	x				
Active listening skills and ability to synthesise oral information from colleagues and partners	x				
Makes use of regular reporting where appropriate to enable 'real-time learning' for example using multiple evaluation outputs built around key reporting and decision-points.	x				
• Has clear knowledge of the format and style required to report evaluation results; can use charts, figures and infographics to add value to interpretation and presentation of data;	x				
• Is clear about the limits of the evaluation and communicates these clearly and positively;					
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
• Educated to degree level with a strong analytical component, or with equivalent experience	x				
• Proficient in the use of Information Technology for data collection, analysis and performance reporting for example using MS Lists, MS Excel (or similar) Power BI and statistical packages such as SPSS (or similar).	x				
• Coding languages to enable rapid and reproducible analysis (such as Python, R, SQL/Pyspark,)		x			

\*Key: A = Application, I = Interview, T = Testing/Assessment

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
23/09/2025	JEP620	Sp30-34	