**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Monitoring and Evaluation Officer   | **Grade**:  PO3  |
| **Section:** Economic Development Office  | **Directorate:**  Chief Executive’s Group  |
| **Responsible to following manager:** Business Engagement Manager  | **Responsible for following staff:**  |
| **Post Number/s:** RWH0070 | **Last review date:** October 2019   |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

 **Job Purpose**

* To maintain and develop effective data management systems to gather regular monitoring information and ensure that this information is regularly collated, analysed and reported to senior managers, external funders and Council Committees as required

**Specific Duties and Responsibilities**

* To be responsible for collecting, monitoring, and analysing appropriate management information and compiling progress reports with regard to the achievement of outcomes and targets related to the work of the Employment Delivery team for inclusion in regular reports to senior managers, external funders and Council Committees, as required
* Working with the Head of Employment and Skills, ensure that all outcomes and targets are clearly identified, specified and delivered, providing appropriate guidance and direction as necessary
* Facilitate the regular review of Business Plans, Strategies, Action Plans, Local Job Brokerage and Contractor's performance to ensure that outcomes are met, strategic direction analysed and any area of concern highlighted and action proposed to improve performance
* To track and monitor Section 106 agreements with planning to ensure that monies from the agreements are tracked and updated for the Resources Manager in EDO
* To source other information that may be relevant to the work of the Employment Delivery team, such as briefing notes, responses to Members' Enquiries and Freedom of Information requests, taking responsibility for drafting appropriate responses
* Undertake other duties to support the effective implementation of plans and strategies

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

**Person Specification**

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| **Job Title:** Monitoring and Evaluation Officer   | **Grade**:  PO3  |
| **Section:** Economic Development Office   | **Directorate:**  Chief Executive Group  |
| **Responsible to following manager:** Business Engagement Manager | **Responsible for following staff:**  |
| **Post Number/s:** RWH0070 | **Last review date:** March 2019   |

**Our Values and Behaviours1**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working

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| **Person Specification Requirements**   | **Assessed by** **A** **&** **I/ T/ C (see below for explanation)**  |
| **Knowledge**  |
| Knowledge of effective data collection, analysis and  management techniques and processes  | A/I/T  |
| Knowledge of performance management processes as part of wider programme management  | A/I/T  |
| Knowledge of regeneration and employment programmes, specifically in relation to local labour initiatives and the role of local authorities   | A/I  |
| **Experience**  |
|   |   |
| Experience of the development and implementation of data management systems to gather regular monitoring information  | A/I  |
| Experience of using data and management information to review and evaluate programme performance  | A/I  |
| Experience of supporting programme management through the effective use of data  | A/I  |
| **Skills**  |
| Excellent data management and analysis skills  | A/I  |
| Good written communication and report writing skills  | A/I/T  |
| Ability to communicate effectively with a range of individuals, including senior managers and politicians  | A/I  |
| **Qualifications**  |
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**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**