



Job description – Evaluation Officer

Mercian Staff Development Group

Role

To carry out evaluation of the training activities of the Mercian Staff Development Group (MSDG) to assess impact and to inform future programmes.

The Evaluation Officer will rotate every two years and be chosen by MSDG members.

Key responsibilities

1. To ensure evaluation templates and methods are reviewed and updated and remain fit for purpose.
2. To ensure event organisers complete and submit event evaluation information.
3. To undertake analysis of completed event evaluation and produce a short report to feed into the annual report (July – September).
4. To collate list of suggested sessions from participant feedback to inform planning cycle.
5. To undertake a separate impact evaluation of events to feed into the annual report.

Time commitment

1. The Evaluation Officer will be expected to attend three group meetings a year at member institutions or online.
2. The Evaluation Officer will be expected to attend additional online MSDG Officers meetings as needed.
3. The Evaluation Officer will be expected to undertake analysis and report writing as well as an impact evaluation (~ 5 hours).

Knowledge & Experience

1. The post holder will be a member of the MSDG and will have some responsibility for staff development at their member institution.
2. They will be confident with relevant IT (primarily Excel) and be prepared to embrace appropriate packages/tools to aid data collection and analysis as appropriate (e.g. Survey Monkey, Piktochart).