

Role Title: Evaluation Manager
Band: D
Team: Strategic Insight – MI
Reports to: Senior Evaluation Manager

Role Purpose: The role of Evaluation Manager involves working alongside the Senior Evaluation Manager and the Evaluation Analyst; planning evaluation exercised together with analysing, interpreting and clearly communicating results.

Key Responsibilities:

1. Engage proactively with AHDB departments and teams to develop and agree strategies and plans to evaluate the impact of their projects and programmes.
2. Provide evidence to inform planning, decision-making and the development of new or improved projects, policies and practice.
3. Work with staff to develop tailored evaluation plans with cost effective methodologies for projects.
4. Monitor delivery of evaluation plans and intervene when problems arise.
5. Manage AHDB evaluation survey activity, such as the Levy Payer Satisfaction Survey and Stakeholder Engagement Survey.
6. Provide support to staff completing business cases for appraisal as part of the AHDB Investment Test.
7. Prepare and disseminate analysis, interpretation and commentary, relating to AHDB's performance.
8. Commission external agencies to conduct evaluations of AHDB-funded activities.
9. Keep abreast of appropriate industry developments to proactively ensure outputs develop in the correct context.
10. Significant contact with internal stakeholders.
11. Undertake any other duties as required to assist with the operational priorities of the Strategic Insight team.

Additional Job Specific Responsibilities:

None

Delegated Authority:

1. Reports to Senior Evaluation Manager.
2. Band D status in MI authorisation process – sign-off of normal-sensitivity documents.
3. To stand in for Manager as agreed.

Knowledge/Qualifications:

1. Qualification to degree standard in economics/agriculture or another numerate discipline, or equivalent experience.
2. Have knowledge of good practice in evaluation; knowledge of cost benefit analysis would be desirable, but is not essential.
3. Experience of managing or undertaking evaluation projects.
4. Excellent inter-personal skills with the ability to build good rapport with a variety of stakeholders.
5. Experience of using MS Office applications; experience of using SPSS would be desirable, but is not essential.
6. Knowledge of the UK agricultural industry and food supply chain would be desirable, but is not essential.

Areas of Expertise	Level	Behaviours	Level
Influencing and Negotiating	3	Customer Mind-Set	4
Creating and Inspiring Commitment	4	Performance Driven	3
Planning and Organising	3	Respecting Others	3
Presentation Skills	3	Working in a Matrix	3
Quality Ownership	3		
Insight/Analysis Commentary	3		