

## JOB DESCRIPTION & PERSON SPECIFICATION

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| <b>Director Area: Strategy and Operations</b> | <b>Job Ref Number:</b> |
| <b>Service Area: Strategy and Performance</b> | Grade: 11              |

**Job Title: Performance and Evaluation Manager**

### **PURPOSE OF JOB:**

To lead the Combined County Authority's corporate performance and evaluation function, ensuring that the Mayor, the Board and its committees, and the Corporate Leadership Team can clearly see how the Authority is performing against its Corporate Plan priorities and what difference its programmes and investments are making.

To own and continuously develop the Authority's Performance Management Framework and Evaluation Framework, converting delivery and outcome data into robust, honest and well-presented performance reporting and into credible assessments of impact and value for money that satisfy the Authority's assurance obligations and demonstrate the value of devolution to residents and businesses.

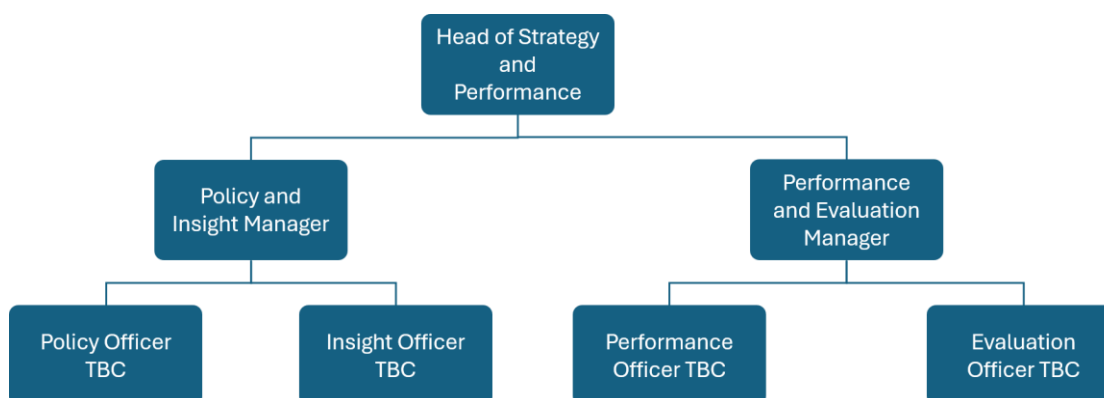
To manage a small multi-disciplinary team of performance and evaluation staff, and to commission and quality-assure external evaluation, ensuring that outputs meet recognised professional standards and are delivered at the pace required of a newly established strategic authority operating within a fast-moving devolution and local government reorganisation landscape.

### **The role will be required to:**

- Own the Authority's Performance Management Framework, translating the Corporate Plan into a clear set of measures, targets and reporting cycles and driving continuous improvement in how the organisation measures success.
- Lead the production of regular corporate performance reporting to the Board, thematic committees and scrutiny, including selecting indicators, supporting target setting and quality-assuring the underlying data, analysis and visualisation.
- Own and develop the Authority's Evaluation Framework, ensuring that programmes and investments are evaluated proportionately and that learning is fed back into future policy, strategy and investment decisions.

- Design and deliver process, impact and value-for-money evaluations using theory-based and quasi-experimental methods consistent with the HM Treasury Magenta and Green Books.
- Line manage, develop and quality-assure the performance and evaluation team, and commission and contract-manage external evaluation within delegated budgets.
- Build and sustain effective working relationships with programme and project managers, constituent councils, Government departments and funders, and act as the Authority's champion for a culture of performance and learning.
- Deputise for the Head of Strategy and Performance as required.

#### TEAM STRUCTURE:



#### MAIN DUTIES:

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| 1 | Own, implement and continuously develop the Authority's Performance Management Framework, translating the Corporate Plan and the Mayor's priorities into a coherent set of outcome measures, key performance indicators and bellwether indicators, with clear reporting cycles, data definitions and accountabilities.           |
| 2 | Lead the production of regular corporate performance reporting to the Board, its thematic committees, scrutiny and the Corporate Leadership Team, selecting and refining indicators, supporting realistic target setting, and quality-assuring the collection, processing, analysis and visualisation of the underlying data.    |
| 3 | Own, implement and continuously develop the Authority's Evaluation Framework, ensuring that programmes, projects and investments are evaluated proportionately, that evaluation is planned in from the outset, and that findings are captured, disseminated and used to inform future policy, strategy and investment decisions. |
| 4 | Design and deliver process, impact and economic (value-for-money) evaluations, developing logic models and theories of change, generating evaluation questions, selecting proportionate theory-based or quasi-                                                                                                                   |

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|                                                                                                                                                                                                                                                                    | experimental methods, and applying recognised professional standards including the HM Treasury Magenta Book and Green Book and the Code of Practice for Statistics.                                                                                                                                                                                                                                                  |
| 5                                                                                                                                                                                                                                                                  | Develop and maintain the Authority's performance and evaluation data infrastructure – including dashboards, scorecards, indicator libraries and automated reporting – working with the insight function to maintain a single, consistent and trusted version of the data.                                                                                                                                            |
| 6                                                                                                                                                                                                                                                                  | Establish and maintain baselines, targets and benchmarks, drawing on comparator strategic authorities and national data, so that the Authority's performance and impact can be understood in context and defended under external scrutiny.                                                                                                                                                                           |
| 7                                                                                                                                                                                                                                                                  | Commission, specify, procure and contract-manage external evaluation, research and data services within delegated budgets, ensuring value for money, technical quality and compliance with the Authority's procurement rules, contract standing orders and financial regulations.                                                                                                                                    |
| 8                                                                                                                                                                                                                                                                  | Ensure that performance and evaluation activity supports the Authority's assurance obligations, including the Single Assurance Framework, the English Devolution Accountability Framework and the conditions attached to funding, and that reporting to Government and funders is accurate, timely and evidence-based.                                                                                               |
| 9                                                                                                                                                                                                                                                                  | Provide authoritative, impartial and politically astute advice and briefing on performance and impact to the Mayor, the Board and its committees, the Chief Executive and the Corporate Leadership Team, including where performance is off-track or where evaluation findings are unwelcome.                                                                                                                        |
| 10                                                                                                                                                                                                                                                                 | Champion a culture of performance management, evaluation and organisational learning across the Authority and its partners, providing training, guidance, templates and hands-on advice to programme and project managers and embedding sound practice into business planning and project design.                                                                                                                    |
| 11                                                                                                                                                                                                                                                                 | Line manage, develop, motivate and quality-assure a team of performance and evaluation staff, setting objectives, allocating and prioritising workload, managing performance and attendance, and building the professional capability and resilience of the function.                                                                                                                                                |
| 12                                                                                                                                                                                                                                                                 | Build and maintain effective working relationships and communities of practice with programme and project managers, constituent councils, neighbouring strategic authorities, Government departments, funders and the research community, promoting shared standards and shared learning.                                                                                                                            |
| 13                                                                                                                                                                                                                                                                 | Ensure that all performance and evaluation activity complies with data protection, information governance, information security, research ethics and equalities legislation, and contribute to the wider leadership of the Strategy and Performance service, deputising for the Head of Service as required and undertaking such other duties commensurate with the grade of the post as may reasonably be required. |
| <b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also</i></b> |                                                                                                                                                                                                                                                                                                                                                                                                                      |

***be supplemented by key objectives which will be set through the performance and development review process.***

*This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.*

*The role will be based full-time in Greater Lincolnshire, with a requirement to travel.*

## Person Specification

| Requirements                                                                                                                                                                                                                                                                                                                                                               | Where identified* | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|-----------|
| Educated to degree level in a relevant discipline (for example economics, social science, statistics, geography, public policy or data science), or an equivalent level of knowledge gained through substantial demonstrable experience in a directly related field, with evidence of continuing professional development relevant to performance, evaluation or analysis. | A / I             | ✓         |           |
| Relevant postgraduate qualification, membership of a relevant professional body (for example RSS, MRS, SRA, RGS or the Chartered Institute of Public Finance and Accountancy), or a recognised project management qualification.                                                                                                                                           | A                 |           | ✓         |
| Deep understanding of evaluation design and methodology, including logic modelling, theory of change, and theory-based and quasi-experimental approaches, and of the HM Treasury Magenta Book and Green Book.                                                                                                                                                              | A / I             | ✓         |           |
| Deep understanding of performance management and reporting, including outcome and indicator frameworks, target setting, benchmarking, data quality assurance and data visualisation.                                                                                                                                                                                       | A / I             | ✓         |           |
| Understanding of the powers, functions, funding and accountability arrangements of mayoral strategic authorities, including current devolution policy, the English Devolution Accountability Framework, assurance requirements and local government reorganisation.                                                                                                        | A / I             | ✓         |           |
| Working knowledge of the legislative framework relevant to the role, including data protection, freedom of information and the public sector equality duty, and knowledge of the Greater Lincolnshire economy, communities and partnership landscape.                                                                                                                      | A / I             |           | ✓         |
| Substantial experience in a senior performance, evaluation, research or strategic analysis role within local government, a combined authority, central government or a comparable complex organisation.                                                                                                                                                                    | A / I             | ✓         |           |
| Proven track record of developing and implementing corporate performance management frameworks and of producing regular performance reporting for senior leaders and elected members, including indicator selection, target setting, benchmarking and data visualisation.                                                                                                  | A / I / P         | ✓         |           |
| Proven track record of commissioning and undertaking process, impact and value-for-money evaluations – defining success, generating evaluation questions, designing methodologies, planning delivery and reporting findings – using both quantitative and qualitative methods.                                                                                             | A / I             | ✓         |           |

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| Demonstrable experience of reporting performance and evaluation findings, including unwelcome findings, in a clear and honest way that supports decision-making, and of providing timely, robust and impartial advice to elected members and senior officers in a politically sensitive environment.                                                                                                              | A / I     | ✓ |   |
| Experience of line managing, developing and quality-assuring professional staff, and of commissioning and contract-managing external evaluation or research within a defined budget.                                                                                                                                                                                                                              | A / I     | ✓ |   |
| Experience of embedding a culture of performance and evaluation across an organisation and its partners, including providing training, guidance and hands-on support to programme and project managers.                                                                                                                                                                                                           | A / I     |   | ✓ |
| Excellent analytical, written and verbal communication skills, with the ability to interrogate complex and incomplete data, reach a defensible judgement and present it concisely and persuasively to senior, political and public audiences; advanced data handling skills including Microsoft Excel and competence in one or more of Power BI, R, Python, SQL or a comparable analytical or visualisation tool. | A / T / P | ✓ |   |
| Political astuteness, discretion, integrity and personal resilience; strong planning and organisational skills with the ability to manage competing priorities and concurrent projects to deadline; the ability to influence and secure agreement across organisational boundaries without direct line authority; and commitment to the Authority's values and to equality, diversity and inclusion.              | I         | ✓ |   |