

JOB REMIT

Role	Principal Evaluation Officer	Team	VRU
Reports To	Assistant Director, VRU	Directorate	VRU
Post Reference		Grade	Grade 5

Purpose of the Role

To support the development of a public health approach to violence reduction by coordinating and overseeing evaluation projects and initiatives for the VRU. To help steer and inform the work of the violence reduction unit via an evidence-led approach to delivery, interventions and systems change. The individual needs to be able to work independently and steer the team, being the lead evaluation officer and support service for the unit; supporting wider Public Health expert steer.

Main Duties and Key Accountabilities of the jobholder

Evaluation

- Selecting, planning and directing the application of different evaluation methodologies and techniques throughout the VRU team.
- Ability to act as an expert on a variety of evaluation and performance themes, methodology and ethics; supporting a public health approach to delivery.
- Programme management and risk management of single projects and the unit evaluation workstream; with financial responsibility of associated budgets.
- Manage tender and procurement processes and oversee the management of external evaluation providers.
- Develop and maintain effective procedures for monitoring and reporting progress on the evaluation programme.

Evidenced Based Practice

- Selecting, planning and directing evidence-led approaches and analysis for the VRU, informing delivery and strategic direction.
- Guide and oversee the development of literature reviews.
- Support and direct an enhanced theory-based approach to delivery, collaborating and supporting the VRU academic networks.

Data and Insight

- Conducting and overseeing data analysis work to support evaluation of VRU models and outcomes.
- Routine use/analysis of data and statistics, including oversight of unit performance management.

Collaborative working

- Supporting and directing VRU stakeholder evaluation development and collaboration.
- Management of internal and external senior stakeholders and maintaining a professional network.
- Close working with the GLA Public Health consultants who underpin all Public Health work across City Hall including VRU.
- Collaborative close working with the work of the GLA Health Policy Team, to help develop our wider

public health approach to violence reduction across the GLA family.

Wider Programme Activity

- Writing and preparing reports, presentations and evidence for a range of audiences including the Mayor.
- Awareness and understanding of upcoming trends and key issues, including those affecting Londoners, with a specific focus on violence reduction.
- Actively demonstrates the promotion of equality and valuing of diversity, inclusion and achieving equity, whilst helping others to do so.

Working Relationships and Contacts

The post holder will be required to develop and maintain effective working relationships across the GLA family, partner agencies and their representative bodies and statutory and third sector partners. There will also need to be excellent working relationships with MOPAC, TFL and GLA.

Role Requirements

Graduate and/or professional qualification in statistics, economics, social science or related area, or an appropriate business management subject; or, an ability to demonstrate the equivalent level of knowledge.

- Knowledge of cost/benefits realisation and analysis.
- Fluent in Word, PowerPoint and Excel.
- Ability to communicate and influence senior staff and stakeholders.
- Ability to work independently and manage own time.
- Ability to work as part of a multi-disciplinary team and across departments.

General Responsibilities

- To adhere to VRU and MOPAC's Equality & Diversity and Equal Opportunities policies in all activities.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with MOPAC Health and Safety policies.
- To work in accordance with data protection policies and adhere to Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.

Required Competencies

Delivering Outcomes

Delivers quality outcomes to meet objectives

Works in partnership to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality, and monitoring the performance of others where relevant. Adapts and responds to shifting

priorities. Deals with challenges and generates solutions. Reviews working practices and acts to improve service delivery.

Manages work through informed and reliable judgement

Implements plans and considers contingencies. Gathers and evaluates information to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Takes responsibility to promote improvement by identifying, sharing and applying lessons learnt.

Organisational Influence

Provides strong leadership

Provides visible, approachable leadership and leads by example. Values and motivates colleagues, dealing with their concerns in a consultative way. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others.

Ensures professional standards are upheld and that senior decisions are acted upon. Manages performance and staff issues appropriately and fairly where relevant. Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility. Upholds legislation, regulations and policy, acting with integrity, and challenging those who do not.

Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures clear, two-way communication through listening and responding appropriately, learning and sharing information. Works collaboratively across and outside of the MPS where practicable, upholding organisational reputation.

Productivity

Manages the right resources to enable effective working

Plans and prioritises work, aligning resources to achieve local objectives. Distributes work fairly according to capacity, knowledge and skills where relevant. Uses MPS resources ethically and appropriately, ensuring others do the same.

Ensures efficient working

Ensures and encourages efficient working. Makes sound workload and deployment judgements to maximise efficiency appropriately. Reviews working practices and strives to improve efficiency.