MONITORING EVALUATION & LEARNING ANALYST
Role Profile

PLYMOUTH CITY COUNCIL

Title	Monitoring Evaluation & Learning Analyst
Grade	GRADE F
Reference:	N1473
Reports to:	Changing Futures Programme Lead
Work style Definition	Office based hot–desk/touch down worker
Job Type:	Professional
Primary purpose of role	Plymouth Changing Futures (PCF) is a is government and lottery funded programme aimed at addressing systemic inequalities facing people experiencing multiple disadvantage, including homelessness, mental health, domestic abuse and contact with the criminal justice system. The overall purpose of this role is to develop and manage the Monitoring, Evaluation and Learning (MEL) framework. This will include creating and documenting the data, insight and analytical processes that will provide an accurate picture of PCF programme outcomes and impacts, whilst meeting the data and reporting needs of key stakeholders. Ultimately, the role will focus on generating and communicating learning from PCF to show how this impacts on people experiencing multiple disadvantage.

Key accountabilities and key measures	**Role outcomes**	**Role measures**
	▪ A MEL framework enables PCF to use relevant data and insights to evidence meaningful and embedded systems thinking and measurable systemic change at individual, service and system levels (40%) ▪ Safe and legal processes for data collection, collation and analysis are effective for informing decision-making and reporting across all aspects of the programme (20%). ▪ Design and management of the processes for accurate and efficient reporting to PCF funders and stakeholders of beneficiary outcomes and the impacts of change at service and system level. (10%) ▪ Effective handling of a wide range of quantitative and qualitative	▪ MEL framework designed, implemented and managed. ▪ High quality programme reporting to support relevant strategic boards and national Changing Futures Team ▪ Effective and efficient, documented processes for collecting, collating and utilising data and insights established. ▪ A range of engaging reports, data visualisations and analytical tools produced to tell the story and chart the journey of the programme and its work. ▪ All activities delivered within agreed timescales and to the expected quality standards and cost.

	- programme and public data sets, insights and intelligence. (10%) - Making insights and intelligence accessible and readily available as an effective management, analytical, decision-making and communication tool (10%) - Trauma Informed approaches and Co Production are embedded in project delivery activities. (5%) - Effective communication and engagement with stakeholders, including liaison with contacts at DLUHC and National Lottery Communities Fund and the relevant Changing Futures Communities of Practice. (5%)
Key activities	- Aligned to the national Changing Futures Programme individual, service and system level outcomes, support the PCF Programme Lead with every stage of the "planning – implementation – learning" feedback loop, from theory of change to identification and dissemination of key learnings. (40%) - Lead on writing technical publications and developing engaging data visualisations and analytical tools to support the creative and innovative dissemination of a complex array of data, insights and evidence. (20%) - Provide wide-ranging data and analytical support, using professional expertise to provide specialised, technical inputs to develop the capacity and capability of those engaged in the programme to safely and legally collect, collate and utilise quantitative and qualitative data and insights. (20%) - Liaise across a wide range of teams, networks and organisations, including co-producing with people with lived experience of multiple disadvantage, to progress allocated projects and assignments. (10%) - Within allocated projects and assignments, effectively and efficiently manage allocation of work, risk, issues, dependencies, communication, resources, budgets, benefits, lessons learned, stakeholders and other relevant areas. (10%) - Undertake other duties appropriate to the grade of the post including the provision of guidance and support to others in the team.
Essential qualifications/ knowledge	- Educated to degree level or equivalent. - Extensive knowledge of monitoring and evaluation techniques and practices within a systems change context, including Theory of Change. - Detailed understanding of the issues facing those experiencing multiple disadvantage, including but not limited to homelessness, mental health, interaction with the criminal justice system, problematic substance use and domestic abuse and sexual violence.

Desirable qualifications/ knowledge	- Education or training in a relevant professional field, e.g., statistics, research, data analytics, systems thinking - Demonstrable knowledge of systems change or co-production methods and approaches, such as the application of Appreciative Inquiry, System Dynamics, Viable System Model, Soft Systems Methodology, Vanguard Method, Strategic Options Development Analysis and causal/influence mapping within complex situations - Knowledge of Trauma Informed approaches.
Essential experience	- Experience in designing, implementing, and managing project or programme monitoring, evaluation and learning frameworks - Highly numerate and experience of applying advanced statistical techniques within evidence-based research projects/assignments - Proven experience of extracting and analysing information from a range of data sources. - Excellent oral and written communication skills, including report writing and producing engaging data visualisations and analytical tools
Desirable experience	- Experience of using collaboration tools and platforms, such as Microsoft Teams, Miro, Trello etc. - Use of GIS or mapping software - Use of Microsoft suite of applications.
Essential skills	- Professional skills in evidence-based research - Excellent planning, prioritisation and organisational skills - Excellent communication and relationship building skills - Attention to detail, including ability to quality assure own and others' work - Ability to work on own initiative within broadly defined parameters and procedures.

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.

- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.

- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.