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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Data, Insight & Evaluation Manager

**GRADE :** TBC Anticipated Salary Range £41,846-£44,697

**POST NO :** 4199

**DIRECTORATE :** Communities, Health & Wellbeing and Sport

**UNIT :** Active & Healthy People

**RESPONSIBLE TO :** Active & Healthy People Programme Lead

**SUPERVISORY**

**RESPONSIBILITY FOR :** Potential future management / supervision of internship/placement

**LIAISON WITH :** Chief Executive & Growth Director, Directors, Senior Management Team, Programme Team, Lead Members and officers of the Council. Neighbouring authorities and core stakeholders of the Sport England Local Delivery Pilot and specifically, academic, analytical and evaluation partners. Sport England, Public Health England and other relevant National Governing Bodies. Local business, communities and residents of Exeter & Cranbrook.

**PURPOSE OF JOB**

To lead the Exeter and Cranbrook Sport England Local Delivery Pilot programme data, insight and evaluation strategies. To deliver insight and analysis to guide critical programme decisions, and ensure the Council upholds its ability to manage high quality data. To provide local leadership towards Exeter’s ambition to be a globally recognised Analytical City, strive to be the most active city in England, enable Cranbrook to be a pioneering place for families to be active together.  
  
To provide operational leadership in delivering proactive insight that guides the way we target, design and shape active lifestyle approaches. To have a flare for creating, developing and improving data management processes and the ability to present findings in a clear, compelling way. Primarily working in the Active & Healthy People Programme Team, you will be working in a broad stakeholder environment, providing a range of data services across the physical activity, sustainable travel and health & wellbeing system

To present purposeful recommendations and options based on high quality data and insight for the Exeter and Cranbrook Local Delivery Pilot governance structure and programme team to consider.

To act as the lead role for communicating with the national Sport England insight team ensuring the local approach is aligned to national strategy and thinking. To lead the local evaluation strategy and ensure robust impact measures are in place to monitor progress towards the long term vision of the Exeter and Cranbrook Local Delivery Pilot.

**MAIN ACTIVITIES**

1. Lead the development and implementation of the data, insight and evaluation strategies for the Exeter and Cranbrook Sport England Local Delivery Pilot. Responsible for the design and delivery of a comprehensive evaluation framework working with leading national and local academic and public health partners to ensure optimum conditions are in place for the measurement and monitoring of qualitative and quantitative impacts of all elements of the programme.
2. Establish, develop and lead a high quality data, insight and evaluation steering group for the Local Delivery Pilot programme comprised of a range of local experts from partner organisations
3. Identify the information required to enable strategic decision making for the programme, developing and shaping local insight strategies to inform and influence creating sustainable active lifestyles opportunities
4. Gather and compile data from a range of sources in order to consolidate, analyse and present information in a practical, understandable way for providing recommendations for strategic decision making.
5. Commission data, research and evaluation work through writing strong specifications for attracting quality suppliers. To manage and drive progress with suppliers to achieve the outcomes of the Exeter & Cranbrook Sport England Local Delivery Pilot programme
6. Analyse a range of quantative and qualitative information brought together across a broad system of stakeholders to observe and understand the local context of communities and behaviours people in leading regular active lifestyles
7. Ensuring regular appropriate liaison and collaboration with a wide range of other agencies and their strategies as part of a multi-disciplinary whole system approach to health, wellbeing and physical activity (including Data, Analytical & Academic Partners, Health Partners, Voluntary organisations, Local Authorities, Physical Activity & Sport Partners)
8. Create research tools and inputs to glean information e.g. survey questionnaires, design focus groups, in depth interviews. Implement the delivery of these tools through facilitating workshops, conducting interviews and face-to-face survey collation.
9. To work with teams across the organisation and local system to ensure data compliance is adhered to at all times and provide advice and training to colleagues and stakeholders as required. Ensure that Data Protection, Freedom of Information and Records Management procedures are adhered to across the whole service, and offering guidance to staff where applicable in these areas.
10. To review and develop the services for which the post holder is responsible, and manage change to achieve continuous improvement, maintain agreed performance targets and to meet best value.
11. Manage and monitor budget income and expenditure related to data, insight and evaluation programmes of work as part of the wider Local Delivery Pilot programme budget
12. Remain politically aware and display elements of discretion when responding to sensitive issues.
13. To undertake other such duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

**DATE LAST UPDATED:** May 2018