



# Marie Curie

## Job description

<b>Job title</b>	<b>Evaluation and Impact Officer</b>
Reports to	Evaluation and Impact Lead
Department	Strategy and Impact
Location	Marie Curie Hospice, Glasgow

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Marie Curie is a UK charity dedicated to providing care and support for people living with a terminal illness and their families in the UK.

Our staff work night and day, in people's homes across the UK, providing hands-on care and vital emotional support. Our hospices offer specialist round-the-clock care. And we help people throughout their illness by giving practical information, support from trained volunteers and being there when someone wants to talk.

**This post sits in the Strategy and Impact team, and will play a key role in evaluating our work and evidencing our impact against our new organisational strategy.**

### Primary Job Purpose

- To support with the evaluation of a wide range of end of life services, projects and programmes
- To support with building an evidence base that demonstrates the difference we make in line with our organisational strategy

### Key Responsibilities

1. To support on the delivery of evaluations, ensuring high quality outputs against agreed milestones.
2. To use your analytical skills to turn large volumes of quantitative and qualitative data into succinct insights to support strategic and operational decision-making.
3. To use your knowledge of evaluation methods to support the design of evaluations (e.g. considering sampling, qualitative topic guides, survey design).
4. To conduct evaluation fieldwork for a range of projects in the Marie Curie evaluation portfolio. This will include qualitative in-depth interviews, focus groups, surveys and

service activity data.

5. To analyse a range of evaluation data, which you may or may not have collected yourself, using your own quantitative, qualitative and problem structuring skills as well as the skills of others in the directorate team, drawing on the expertise of academic partners where appropriate.
6. To negotiate appropriate permissions for ethical data collection at local sites where required.
7. To support regional teams across the organisation to adopt appropriate evaluation design, analysis and reporting.
8. To support the strategic activities of the team which aim to create a more impact led, evidence-aware culture within the charity.

## **General**

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).
- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements at any time after discussion with the post holder.**



## Marie Curie Person Specification

**Job title: Evaluation and Impact Officer**

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<p>Expertise in evaluation techniques – defining evaluation questions, revealing assumptions, using a range of methods to collect and analyse data, drawing insightful conclusions and identifying implications for practice.</p> <p>Expertise in qualitative research methods, including research design, sampling, undertaking fieldwork, coding responses and rigorous thematic analysis.</p> <p>Expertise in quantitative research methods, including the analysis of service / administrative data.</p> <p>Expertise in survey methodologies, including questionnaire design and sampling, and experience of managing survey fieldwork.</p> <p>Ability to present information clearly, concisely and appropriately for an intended audience, both in writing and in person.</p> <p>Able to set own plans and priorities, and manage own workload to meet targets and timescales.</p> <p>IT literate – able to use Word,</p>	<p>Experience of economic evaluation methods.</p>	<p>Interview</p> <p>Examples of previous work</p> <p>CV</p>

	<p>Excel, PowerPoint to a high standard</p> <p>Able to communicate with service design and delivery teams in order to describe and define aims and outcomes for evaluation</p>		
Knowledge	<p>Knowledge and experience in defining evaluation protocols and range of qualitative evaluation methodologies</p> <p>Knowledge of a range of quantitative and qualitative research methods, as well as experimental design</p> <p>Knowledge of ethical issues for research and evaluation</p> <p>Knowledge of the current NHS structure</p>	<p>Specialised analytical knowledge of health economics, statistics or social research</p> <p>Understanding of how to synthesise data from mixed methodologies.</p> <p>Knowledge about end of life care</p>	Interview
Qualifications, training and education	<p>Undergraduate degree in relevant field</p> <p>Formal training in quantitative and qualitative research methods</p>	<p>MA, MSc or PhD in a relevant field</p> <p>Training in health services evaluation</p>	CV
Experience	<p>Proven track record of collecting, analysing and presenting evaluation data to a high standard.</p>	<p>Experience of conducting evaluations which inform NHS or local government commissioning.</p>	<p>Interview</p> <p>CV</p>
Other requirements	<p>Willing to travel, sometimes overnight, across the UK</p>		Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.



## Marie Curie Terms and conditions

<b>Job title</b>	<b>Evaluation and Impact Officer</b>
Salary scale	MCJES Pay Scale Grade range E
Salary	£31,578 to £35,086
Annual leave entitlement	25 days per year, plus bank holidays
Notice period	One month (after six months service)
Working hours	35 hours per week
Disclosure check	Standard

### Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems