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| **TITLE:   Research and Evaluation Unit Manager** | | |
| **TEAM/PROGRAMME:**  Program Quality and Impact | **LOCATION:**  **UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.**  Save the Children will not support with working visa in country of non-citizenship. | |
| **GRADE**: C / 3  Mid-Senior level | **CONTRACT LENGTH:**  2 years (possibility of extension) | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The Research and Evaluation (R&E) Manager is a senior member of the Global R&E Unit. The primary role is to manage a team of a team of R&E Specialists, Officers and Associates deployed to deliver studies for Save the Children.  The role of the R&E Manager is to:   * Manage the R&E Unit staff and project portfolio/pipeline, * Provide a quality and timely service in communicating R&E Unit services, responding to and delivering R&E Unit requests * Pitch for and project manage large multi-country studies * Conduct R&E Unit management and Key Performance Indicator monitoring and reporting   *Note that this role has limited direct involvement in conducting research, evaluations or other types of studies however, will review R& Terms of References and manage R&E projects and quality assurance.* | | |
| **SCOPE OF ROLE:**  **Reports to:** R&E Director and dotted line report to Global Expertise and Humanitarian Surge Platform Manager  **Staff reporting to this post:**  **Direct:**  6-8 R&E staff  **Indirect:** R&E Officers, R&E Associates/Assistants and R&E Interns reporting to R&E Specialists  **Budget Responsibilities:** R&E Unit budget monitoring  **Role dimensions:**  The role holder reports directly to the R&E Director and dotted line report into the Global Expertise and Humanitarian Surge Platform (GEHSP) Manager. The role holder directly interfaces with Program Development and Quality (PDQ) Directors, Monitoring, Evaluation, Accountability and Learning (MEAL) leads, R&E Specialists/Officers and Thematic Advisors across Save the Children Offices involved in research. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **R&E Unit Management**   * Manage a team of R&E Specialists and Officers responsible for the delivery of research, assessments and evaluation studies at the country, multi-country, regional and at times global level. * Manage the R&E Unit project portfolio and pipeline, documenting and reporting on project information and status * Prioritise requests for R&E unit support in line with R&E project prioritisation criteria, as well as humanitarian response, country and regional needs * Monitor, schedule and agree upon R&E Unit projects, project-based teams and individual staff availability, considering capability, areas of learning, and time already scheduled for future projects, leave and non-project ‘down-time’ * Conduct pre-deployment matching discussions, briefings and contracting with requesting offices and R&E unit staff * Be the key point of contact for the provision of administrative and logistical support to requesting offices and R&E Unit staff during, before, during and after project implementation. * Ensure client satisfaction surveys and After Action Reviews are conducted, recorded and communicated to deployed staff, the R&E Director and other stakeholders as necessary to drive high standards of service * Monitor the R&E Unit budget, reconciliation, and forecasts against income targets and to inform R&E Unit deployment decisions (i.e. allowable periods of ‘downtime’ between deployments, and mix of grades deployed on particular assignments etc.) * Work with GEHSP finance staff to ensure deployment invoicing and recharging are completed in a timely manner * Work with the R&E Unit staff to document and report on Unit Key Performance Indicators (i.e. number, type, length and cost of deployments, projects etc.) * Alert the R&E Director of any performance, deployment, financial or other risks in a timely manner * Work with GEHSP HR to recruit and induct new R&E Unit staff as required * Ensure the deployment database maintains accurate and up to date information and that the R&E Unit deployment information is up to date and accurately recorded in the GEHSP, providing timely analysis to inform decision-making * Monitor and interpret GEHSP reports and provide insights to the R&E Director to inform strategic decision-making and ongoing evaluation of the R&E Unit * Manage a pool and alumni of R&E associates   **R&E Unit communications**   * Monitor the R&E pipeline of opportunities and liaise with Save the Children offices across the world to secure upcoming research, assessments and evaluations to be conducted by the R&E Unit. * Support the R&E Director to manage and implement internal marketing and communications that raise the unit’s internal reputation and brand. * Proactively communicate available R&E capacity to all relevant stakeholders, providing advice and guidance to COs and ROs on potential deployment opportunities, co-ordinating with the R&E Director. * Work with the Head of R&E to develop research proposals, presentations and pitches. * Work with the Head of R&E to attract and win new business through competitive tendering and networking with internal Save the Children stakeholders, pre-positioning and repeat business.   **Research and Evaluation Management and quality assurance**   * Monitor and quality assure R&E projects conducted by the team – including large multi-country studies - to ensure they are delivered on time, to budget and to a high standard. * Provide technical advice to R&E team members with the design and implementation of complex and multi-country research, assessment and evaluation studies. * Work with the R&E specialists ensure both quality delivery during deployment, as well as to identify needs for continuous learning and development. * Ensure R&E team members are adhering to and applying best practice in research ethics, safeguarding and data protection/responsible data management policies, procedures and practices. * Promote a culture of ethical, inclusive and participatory research.   **Other**   * Perform such other tasks and responsibilities as they arise. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity   The post holder must commit to work in an international agency that respects racial diversity and fights racism in all forms; and to model positive behaviours and respect to all colleagues, partners and communities. | | |
| **QUALIFICATIONS**  Master’s degree in Social Sciences or relevant field or equivalent experience. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Significant experience in effectively managing research, assessments and evaluations, including research proposals, pitches and partnerships. * High-level fluency in English, both verbal and written. * High-level management and interpersonal communication skills. * Knowledge of research funding mechanisms and processes such as academic research funders, industry-funders, or large trusts and foundations * Experience coordinating, writing and securing research-related grants * Experience with procurement, contracting and budget management, including working to cost recovery and income targets * Experience of developing and maintaining partnerships, especially with academic partners * Strong project management skills and attention to detail, with a flexible and initiative-taking attitude and ability to manage and prioritise an unpredictable workload * Demonstrated ability to use project management-related tools and MS-Office (in particular Excel) * Strong track record of delivering client/ customer satisfaction * Ability to give professional support and direction to others. * Experience working effectively with diverse colleagues and managing teams in a remote-working environment.   **Desirable**   * Strong thematic background knowledge in at least one of Save the Children’s breakthrough areas: Survive, Learn and Be Protected; and themes (health and nutrition; child education; child protection; child poverty; and/or child rights governance). * Experience working for an international humanitarian or development agency. * Experience and knowledge of Save the Children’s structure, mandate and child focus. | | |
| **KEY COMPETENCIES**  **Technical competencies:**   * *Collaborates with other functions and initiatives to strengthen the quality and use of qualitative and quantitative research and evidence data.* * *Creates opportunities for qualitative and quantitative data in research and evaluation to inform existing learning and research agendas* * *Leads on standardising qualitative and quantitative data approaches across the organisation.*   **Generic Competencies**   * *Be the innovator: Analyses and critically appraises a wide range of evidence and guides others to do the same* * *Be the innovator: Champions the use of evidence to influence policies and practice* * *Deliver results at scale: Leads coalitions to promote systems thinking and strengthening* | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Melissa Burgess | | **Date:** 28 June 2023 |
| **JD agreed by:** Michael O’Donnell | | **Date:** |
| **Evaluated by:** Melanie Britto, ARO HR | | **Date:** |