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| **ROLE PROFILE: Research and Evaluation Unit Manager** | |  |
| Position Title: | Research and Evaluation Unit Manager |
| Position ID: | NEW0000645 |

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| **Team** | Evidence & Learning | **Grade** | M2 |
| **Reports To (Title)** | Head of Research and Evaluation | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**   * Co-own delivery of the Digital, Data & Evidence enabler * Ensure E&L standards, tools, and capability are in place and embedded across countries to generate, communicate and use evidence * Support the Movement to produce insights and learning to inform and elevate programme quality, influencing and thought leadership * Lead on global standards and research/evaluation agenda in line with global strategy * Accountable for shared leadership of I&I strategy * Co-own delivery of the Digital, Data & Evidence enabler * Ensure E&L standards, tools, and capability are in place and embedded across countries to generate, communicate and use evidence * Support the Movement to produce insights and learning to inform and elevate programme quality, influencing and thought leadership * Lead on global standards and research/evaluation agenda in line with global strategy * Accountable for shared leadership of I&I strategy   **Role purpose**  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 * 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 |

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| **Principal Accountabilities** |
| 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 (ie. 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 (ie. 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. * Perform such other tasks and responsibilities as they arise. |

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| **Budget** |
| Yes |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 18  Manager of a team: Yes  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 20% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * SCI Country Office and Member MEAL and PDQ/ Project Management teams who commission R&E studies * Impact & Influencing teams who commission R&E studies * GEHSP HR to recruit and induct new R&E Unit staff as required * GEHSP finance staff to ensure deployment invoicing and recharging are completed in a timely manner * SCI and Member business development teams on research fundraising   **External**   * Research funders/ donors * Academic and other research partners and consultants |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.  Cluster: Leading  Competency: Delivering Results  Level: Accomplished  Behavioural Indicator: Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/ organisation.  Cluster: Leading  Competency: Developing self and others  Level: Leading Edge  Behavioural Indicator: Creates and enables a learning culture that supports the development of staff.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution .  Cluster: Engaging  Competency: Working Effectively with Others  Level: Accomplished  Behavioural Indicator: Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives. Knows when to lead and when to follow and how to ensure effective cross-boundary working. |

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| **Experience and Skills** |
| **Essential**   1. Significant experience in effectively managing research, assessments and evaluations, including research proposals, pitches and partnerships. 2. Significant experience in project management, with attention to detail, and a flexible and initiative-taking attitude and ability to manage and prioritise an unpredictable workload 3. High-level management and interpersonal communication skills. 4. Demonstrated experience in team management and giving professional support and direction to others. 5. Knowledge of research funding mechanisms and processes such as academic research funders, industry-funders, or large trusts and foundations 6. Experience coordinating, writing and securing research-related grants 7. Experience with procurement, contracting and budget management, including working to cost recovery and income targets 8. Experience of developing and maintaining partnerships, especially with academic partners 9. Demonstrated ability to use project management-related tools and MS-Office (in particular Excel) 10. Experience working effectively with diverse colleagues and managing teams in a remote-working environment.   **Desirable**   * Strong thematic background knowledge in at least one of health and nutrition; education; child protection; child poverty; and/or child rights governance * Experience working in a large NGO preferred * Experience and knowledge of Save the Children * Strong track record of delivering client/ customer satisfaction |

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| **Education and Qualifications** |
| **Essential**   * Master’s degree in Social Sciences or relevant field or equivalent experience.   **Desirable**  N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  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). |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1.1 | 19/11/24 | Melissa Burgess |  |  |