



Role Specification

Learning & Evaluation Associate

About Be the Business

Productivity drives growth as well as increasing social prosperity and improving living standards but Britain has never fully recovered from the global crisis and recession that followed. Now the turbulence following the vote to leave the EU risks even more economic uncertainty. If productivity growth was important before the Brexit vote, it is crucial now.

Having been asked by the Chancellor in 2015 to dig deeper into Britain's productivity problem, Sir Charlie Mayfield, Chairman of the John Lewis Partnership, brought together some of the brightest minds in UK plc to approach the problem in a different way. The result was a report entitled "[How Good Is Your Business Really](#)" that called for a business-led response to the UK's productivity challenge and identified improving SME management and leadership capability as the key to change.

Led by Sir Charlie and Chief Executive Tony Danker, Be the Business (BtB) was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Be the business focusses on the role that management and leadership play in improving firm level productivity. We do not tend to look at the sector specific technical expertise required in a given industry, but rather the kinds of leadership and management practices that have been proven to support firms in driving better productivity and competitiveness – things like helping your people thrive and produce, meeting customer needs, making sure it all comes together in the bottom line, and strengthening personal and strategic leadership.

These are vital attributes for UK firms, not only in light of the uncertainty of Brexit and the resilience that firms will have to exhibit, but also in light of the stagnant levels of productivity across the country over the last decade compared to our G7 peers who have recovered more strongly since the financial crisis.

The Role

In 2018 Be the Business has launched a number of key programmes to help British businesses achieve higher levels of success. Programmes like 'Productivity through People', Mentoring for Growth' and the 'Cornwall Hospitality Leaders Network' have all been very successful to date. These programmes will be complemented by other new programmes that will be launched in 2019 so the time is now right to establish and build a Monitoring and Evaluation function to ensure these programmes are effective as possible at making the optimum impact and that they continue to improve and develop their capabilities.

Reporting to the Head of Evaluation and working within the Research and Insights function, the Learning and Evaluation Associate role will be responsible for designing and implementing a comprehensive monitoring and evaluation framework across a number of key programmes within Be the Business. The role will work to improve and increase the use of monitoring data and evaluation evidence to inform learning across the various programmes/interventions that Be the Business lead. This will specifically involve;

Key Accountabilities;

- Designing and implementing a monitoring and evaluation framework to measure and assess overall performance of a number of key programmes and interventions.
- Identify and/or develop tools to gather accurate data and work with colleagues to develop systems to collect, store and analyse data, ensuring that the processes and systems adopted are ethical and in line with relevant data protection policy and legislation
- Performing analysis of data and share findings via written reports and presentations
- Working with colleagues to evolve the broader M&E framework as new programmes and new initiatives are rolled out
- Providing accurate and timely reporting of impact to key programme partners and stakeholders, ensuring that the programme is informed by emerging evidence and best practice
- Supporting colleagues to provide training to the programme network, to help strengthen their technical skills, advance their knowledge of M&E principles and improve overall M&E data quality and timeliness

Skills / Experience

You will have a natural enthusiasm for measurable impact and data-driven insight and you will be a great communicator who is passionate about social change. You have a high degree of attention to detail and rigour and a clear ability to translate complex concepts into succinct, compelling messages. It is likely you will have:

- A strong track record in Monitoring and Evaluation in an area of socio-economic impact
- Strong attention to detail and ability to monitor data integrity
- Delivery oriented – can proactively problem solve in particular around issues of data collection and management
- Organised – effectively plans and manages work, sets own deadlines and works to these. Can identify and raise risks early and can proactively suggest mitigation approaches to reduce risks or impact of issues
- Clear communicator – can track and summarise data and deliver effective synthesis to different stakeholders internally and externally
- Enjoys a start-up environment and making a difference.
- Experience developing and running M&E frameworks and impact reports as well as designing and implementing data collection and analysis methods.
- Outstanding written and verbal communications skills including creative presentation of information and use of data visualisation
- Strong interpersonal skills and cross-cultural awareness, ability to work effectively with a range of stakeholders
- An entrepreneurial mindset, and enthusiasm for working in a fast-paced change orientated environment that's receptive to new ideas
- Participate collaboratively and productively as a member of the wider Research and Insights team to support the Head of Evaluation, Research and Insights Director and peers to work together as a unit driving a shared vision.
- Forge strong collaborative working relationships with other teams to support the delivery of the wider strategic objectives of Be the Business
- Involvement in a range of other ad hoc projects as and when required.

- Contribute to an inclusive, productive and positive organisational culture within the team and wider business
- Always represent Be the Business in an on-brand manner with credibility, professionalism.

Education / qualifications

- Degree level or equivalent

Role Details

- This is a full time, fixed term contract position for up to 12 months
- Location: Central London
- Salary – Competitive
- Other benefits: 6 weeks' holiday & company contributions of 10% into the BtB pension scheme (subject to employee contributions of 5%)