

OLDHAM COUNCIL

JOB DESCRIPTION



Job Title:	Oldham Opportunity Area: Evaluation and Communication Lead		
Directorate:	Children's Services	Division/Section:	School Improvement/Oldham OA
Grade:	Grade 8	JE Reference:	9909

Job Purpose:

- Lead and manage evaluation and communication for Oldham Opportunity Area (OA)
- Embed communications and evaluation work across the OA programme, building relationships which promote partnership and collaboration, to maximise the impact on educational outcomes and improve social mobility for Oldham's children and young people

Key Tasks:

1.	Working with University of Manchester and the Opportunity Area Programme Director, develop and manage the evaluation of OA projects, ensuring insights and learning are shared with the Department for Education and other partners.
2.	Encourage a culture of evidence-based improvement by communicating the impact of the Opportunity Area programme both internally within the council, and with external audiences.
3.	Develop a communication and engagement strategy for the fifth year of the Opportunity Area Programme, to promote progress in Oldham, support the delivery of the programme and to engage the wider Education system and Oldham communities.
4.	Maintain the Opportunity Area Programme's website and social media accounts. Draft content to be used on the platforms that meet quality standards and follow approval processes.
5.	Provide accurate and detailed reports for both internal and external stakeholders, including Oldham Opportunity Area Board, Oldham Council, Oldham Learning, and the Department for Education.
6.	Manage a number of projects that support the Opportunity Area's priorities to raise educational standards, and support children and young people in Oldham to have access to opportunities and support they need. Monitor progress of the projects and drive activity, supporting partners to reassess priorities and workloads as required.

General Tasks

7.	Contribute to continuous improvement of the work of the team, identify own training requirements, take part in performance management processes, and take steps to improve performance where appropriate.
8.	Line manage a small team to support the Opportunity Area Programme.
9.	Build and maintain local working relationships, working with the DfE, partners, external contractors and stakeholders in Oldham, to deliver and monitor a wide-ranging programme of support. Build strong working relationships with other members of Oldham LA's specialist teams, identifying joint

	working opportunities and unblocking barriers to successful delivery
10.	Be confident in challenging the status quo, and those who are invested in it, where change is necessary to secure outcomes for children and young people.
11.	Have an understanding the importance of investing in 'what works', using evidence, data and research to inform actions and decisions.
12.	Undertake project management – monitoring of contracts, risk assessment and contingency planning, and monitoring of budget spend.
13.	Support the implementation of the evaluation and communications work strands.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the Council; including customer care, data protection, finance, ICT, safeguarding and health & safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4. To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5. Undertake any additional duties commensurate with the level of the post.

Contacts:

Colleagues within the project/programme team, and wider within the Council, the Department for Education, Oldham Learning team members, schools and settings, and partner organisations

Relationship To Other Posts In The Department:

Responsible to: Oldham Opportunity Area Programme Manager

Responsible for: Opportunity Area Project Management Apprentice and Finance and Commercial Officer

Special Conditions:

None

Values and Behaviours:

We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses:

- **Fairness** - We will champion fairness and equality of opportunity, and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
- **Openness** - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
- **Responsibility** - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
- **Working together** - We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
- **Accountability** - We recognise and act upon the impact of our actions on others, and hold ourselves accountable to our stakeholders.
- **Respect** - We recognise and welcome different views and treat each other with dignity and respect.
- **Democracy** - We believe and act within the principles of democracy, and promote these across the borough.

Internally we've translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels.

- Work with a Resident Focus
- Support Local Leaders
- Committed to the Borough
- Take Ownership and Drive Change
- Deliver High Performance

More information around our Values and Behaviours can be found on our Greater.Jobs pages.

	DATE	NAME	POST TITLE
Prepared	June 2021	Sally Robson	Oldham OA Programme Director
Reviewed			
Reviewed			

OLDHAM COUNCIL

PERSON SPECIFICATION



Oldham
Council

Job Title: Oldham Opportunity Area: Evaluation and Communication Lead

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	Degree or equivalent. Evidence of continued professional, managerial and personal development	Professional qualification and senior experience from a key partnership discipline e.g.: Early Years, Education, Health, Skills, Business or Voluntary sector.	AF / I (Certificate)
Experience	Significant experience of working with senior officers, local politicians and working in partnership with others to make progress on complex issues and the development of strategic direction Proven track record of designing and delivering communications strategies for complex projects or programmes. Proven track record of managing the evaluation of complex projects with a strong understanding of data and research. Experience in successfully building relationships, negotiating solutions and working collaboratively in partnership with a range of different organisations to achieve programme objectives Evidence of successful resource and financial management, including evidence of managing budgets Proven track record of managing and developing a small team	Experience working on communications and/or evaluation relation to education /social mobility Experience of maintaining websites/social media accounts	AF / I AF / I AF / I AF / I AF / I
Skills & Abilities	Interpersonal skills to establish and maintain professional relationships with others at all levels within the organisation to influence and		AF / I

	<p>persuade others to engage with progressing the objectives of the project</p> <p>Communication skills to write reports and other project documentation appropriate to the intended audience, including explaining clearly complex information to non-specialists</p> <p>Organisational skills to prioritise own workload and that of the team, working under pressure to meet potentially conflicting deadlines</p> <p>Initiative to work proactively to progress a series of activities, working autonomously to solving problems and make decisions to further project objectives</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Knowledge of theories, principles and methods to underpin communication strategies for engagement and effectiveness</p> <p>Knowledge of evaluation and research methods and techniques to underpin evidence to demonstrate programme outputs and outcomes</p> <p>Understanding of the main issues, challenges and opportunities that could be faced by children, young people, their families and the organisations that work with them in raising educational attainment</p> <p>Knowledge of data protection issues and the need to keep person data secure and confidential</p> <p><i>Understanding why safeguarding is important when working with children, young people and vulnerable adults</i></p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work Circumstances	<p>Able to work flexibly to meet the needs of the service including at different locations</p>		<p>Interview</p>

Abbreviations: AF = Application Form; I = Interview; T = Test, P = Presentation; R = References

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview