

Police Staff
Evaluation Coordinator
Corporate Development Department (new)
Role Definition:VR222 / 20339

ROLE DEFINITION

Dept / Area Command:	Corporate Development Department (new)	Section:	Business Intelligence
Post Title:	Evaluation Coordinator	Post Reference:	VR222 / 20339
Post Grade:	Grade I	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Business Intelligence Manager		
Staff Responsibilities:	Not Applicable		
Purpose:	Drive force improvement, innovation and transformation through the design and implementation of evaluation and research methodology's, to support the force vision and values.		

Key Responsibilities:-

- 1. Lead the design and delivery of force improvement, innovation and transformation project evaluations, ensuring they are relevant and robust to inform decision making around future sustainability and value for money.**
- 2. Liaise with project leads to develop evaluation criteria, objectives and plans to effectively monitor the progress of projects, ensuring a more evidence based approach to policing.**
- 3. Collate, analyse and present quantitative and qualitative findings from evaluations in a range of formats, in order to provide relevant information to management and inform decision-making.**
- 4. Oversee third party evaluation providers ensuring effective governance is in place to support and monitor evaluation plans and deliver against the force's vision and values.**
- 5. Undertake post implementation evaluation and research, assessing delivery of change and improvement activity in order to inform future developments.**

- 6. Prepare detailed reports and briefing papers, providing senior officers with evaluation and research findings and recommendations, in order to inform decision-making.**
- 7. Undertake research, liaising with internal and external stakeholders, facilitating focus groups to identify customer needs and best practice, to support organisational learning.**
- 8. Work closely with Force Improvement Team and service leads to ensure evaluation is embedded in the delivery of force improvement, innovation and transformation projects.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.