

Job Statement

Monitoring and Evaluation Manager			
Salary band	Manager	Salary	Starting from £41,677+ benefits
Department	Biomedical Grants and Policy with additional cross-Academy working	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	Senior Manager- International and Partnerships	Direct reports	None in first instance, but will project manage
Role duration	Permanent	Last updated	4 August 2022

About the Academy

The Academy of Medical Sciences is the independent, expert voice of biomedical and health research in the UK.

Our vision is good health for all supported by the best research and evidence.

Our mission is to help create an open and progressive research sector to improve the health of people everywhere.

- We support researchers with innovative funding and career development opportunities.
- We help create a more sustainable environment for delivering outstanding research.
- We help researchers to work with academia, the public, charities, policy makers, health and social care partners, and industry to make the greatest difference to health.

Our new strategy for 2022-2032 focusses on the following strategic priorities.

1. Influence policy and practice to improve the lives of patients, the public and communities
2. Support UK biomedical and health research to strengthen its global competitiveness and reputation
3. Support the next generation of researchers to reach their full potential
4. Work with our partners to increase the Academy's impact on global health by
5. Build our resources to ensure our long-term independence and effectiveness

[You can read more about our strategy 2022-2032 here](#)

Working at the Academy

A welcome from our President, Professor Dame Anne Johnson

The COVID-19 pandemic was without a doubt a defining moment for the Academy. It is for times like this that the Academy was created – and we will be needed more than ever in the coming years to respond effectively to post-pandemic opportunities.

The staff at the Academy excel at bringing together diverse voices to solve complex problems. It is through this approach that we can help solve problems such as limiting the health impacts of climate change, harnessing artificial intelligence to improve health and reducing health inequalities.

With science at the forefront of the UK's aspirations to improve health, international reputation and economy, there couldn't be a better time to join the dedicated staff team working at the Academy.

Our staff

We have grown rapidly in recent years and continue to expand our team and the work they do. We currently have a staff of 70 people, all are guided by the following values:

- We strive for excellence
- We act on evidence
- We behave with integrity
- We collaborate widely
- We are inclusive and actively seek diversity in all forms

We support our staff to be agile, kind and resilient in everything they do.

Our talented and committed staff team who embody our values are one of our key strengths. We put physical and mental wellbeing at the heart of our organisational culture and the way we work.

What you can expect working with us

We are committed to working towards full equality of opportunity in our own organisation, practices and activities, and in the wider academic workforce. [You can see more information on our EDI values, principles, and behaviours here.](#)

We want to ensure diversity of thought and experience in all we do and for our staff to be able to bring every part of themselves to work. We actively encourage and welcome applicants from all backgrounds to help us engage with the diverse community we serve.

We will happily make reasonable adjustments for applicants as needed. Please do specify these at the time of applying. We welcome discussion of different working arrangements and locations with any successful applicant.

Our staff culture is shaped by the message of our [MedSciLife](#) campaign which states that a life outside work is not an extra, but an integral part of who we are. We encourage different working styles and practices to enable passions and achievements outside work to support individuals' careers.

To enable all staff to find a working pattern that best suits them and the needs of their role, we have agile working principles in place and are investing in hybrid and digital technologies. For those who want it, we provide daily access to desks in our London office Monday to Friday. To support connections in the office, our onsite venue team regularly provide free lunches for staff in our lounge and hot drinks are available in our small staff café.

The role

This new role will be based in the Academy's Biomedical Grants and Policy Team (Careers Team) but will be involved in advising across the whole Academy. The majority of the work will support our research grant and career development programmes, but other activities may include the impact of our policy reports and engagement activities.

This is a great opportunity to be at the heart of the Academy as it goes through a period of ambitious strategic transformation to implement our new 10 year strategic plan.

About you

The successful applicant will draw on the time and expertise of existing members of the Careers Team and will be line managed by the Senior Grant Manager – International and Partnerships.

You will design and implement a uniform Monitoring, Evaluation and Learning (MEL) approach across the Academy's grants and programmes portfolio initially. Your frameworks, tools and training will enable staff to continuously develop and improve our activities and demonstrate the impact of our work to multiple audiences. Once established, we expect this approach to be applied across the Academy's work and you will lead on implementing across teams. A key part of your work will be to lead on the regular reporting requirements from our funders, including government departments, charities and philanthropic organisations. You will work closely with programme leads and our fundraising team to do this.

In this role you will need to establish a good working relationship with colleagues across the Academy and external stakeholders including our funding partners. You will also need to support senior staff in developing and maintaining high level liaisons across government departments, charities and other organisations we partner with.

We're looking for someone with the skills and knowledge to be the senior expert in MEL at the Academy. This is an area that we expect will grow with future opportunities for an expanded team across the Academy and we are looking to expand our research operations function in due course.

Key accountabilities

1. To provide a consistent, efficient and effective approach to the delivery of MEL across the Academy.
2. Lead on the development and implementation of MEL processes for our grants and programmes portfolio, linking with funder requirements and organisational impact measures.
3. Develop and embed relevant MEL tools and systems to guide and support good practice, contributing to a culture of continuous learning and improvement across the Academy.
4. Support managers and their teams to deliver the organisational MEL approach including regular impact reporting for internal and external audiences.
5. Lead and advise on the commissioning of external evaluations as required, working closely with programme managers.
6. Work with staff to identify where developments to information management and analysis systems are needed, to better monitor and evaluate activities.

7. Work with internal and external stakeholders to review evaluation data and reports and develop case studies and other resources that demonstrate the impacts of our programmes.
8. Input into funding proposals for new and existing activities, ensuring MEL is an integral component.

Skills and abilities

- Experience implementing cross organisational impact management strategies and frameworks, establishing processes and systems.
- Knowledge and application of a range of planning, monitoring, evaluation and reporting concepts, tools and approaches.
- Experience of commissioning and overseeing external independent evaluations of activities.
- Strong communication both written and verbal and influencing skills, with the ability to effectively communicate plans and evaluation outcomes and impacts to internal colleagues and external stakeholders.
- Ability to build productive working relationships with internal stakeholders at all organisation levels
- Ability to work independently and be self-motivated.
- Excellent organisational and time management skills with the ability to work under pressure, plan and prioritise work effectively and meet deadlines.
- Experience in MEL of research grants and career development programmes, using tools such as ResearchFish would be welcomed.

Competencies

1. Leadership and People Management

- Promotes a culture where individuals readily share knowledge, skills and experience to improve others' outputs.
- Able to manage resources, including potentially others, effectively to meet competing demands.

2. Inclusivity and Integrity

- Treats people fairly and with respect actively encouraging others to do so.

3. Personal Effectiveness

- Prioritises and manages time to achieve tasks.
- Takes pride in work and is personally motivated to achieve high quality standards, as well as encouraging others to do so.

4. Communication

- Reinforces the Academy's vision and strategic direction through communication with colleagues and stakeholders.
- Shows awareness of the Academy's reputation in external interfaces.

5. Innovation and Excellence

- Understands the sphere and context in which the Academy is operating and seeks value-adding improvements to processes and activities.

- Considers implications of change on immediate and peripheral areas.

6. Collaboration

- Shares information and own expertise with others to enable them to accomplish goals.
- Develops positive working relationships with colleagues within area of responsibility and across organisation.

Benefits and opportunities

Salary progression	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
Location	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.
Agile working	We empower individuals and teams to identify work practices and

	<p>patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
<p>Wellbeing and mental health</p>	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders
<p>Equity, diversity and inclusion</p>	<ul style="list-style-type: none"> • Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations. • Access to EDI training and development sessions. • Opportunity to join a cross organisation staff EDI Forum, with leads for Disability and Neurodiversity, gender, LGBTQ+ and race. • EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports. • We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.