

## Oxford Policy Management

### JOB DESCRIPTION: Leader- Monitoring and Evaluation Portfolio

#### Monitoring and Evaluation Portfolio

The portfolio will act as the focus for OPM's work in monitoring and evaluation. It forms part of the Statistics, Evidence and Accountability Programme. Staff will work closely with other portfolios. The work undertaken will utilise both quantitative and qualitative methods and will include:

- Managing and undertaking evaluation work of various kinds, both formative and summative. This will include programme and project evaluations; policy and thematic evaluations; institutional evaluations; and impact evaluation.
- Supporting the design and implementation of systems for monitoring the effectiveness of policies, programmes and projects in one or multiple sectors;
- Managing and leading a small team and working with staff from other portfolios to support winning and implementing projects with a monitoring and/or evaluation component.
- Promoting and developing capacity and good practice in monitoring and evaluation within OPM
- Maintaining and developing OPM's intellectual capital, profile and networks with evaluation practitioners and consumers

The portfolio is expected to expand to include 3-4 staff members in the near future.

**Portfolio leader – job description**

<b>Responsible to:</b>	Programme Director - SEAP
<b>Main accountabilities:</b>	<p>To lead and manage the portfolio to achieve its objectives for impact; intellectual contribution; reputation and revenue, while maintaining an active personal practice of high-level consulting engagements.</p> <p><b>Portfolio management</b></p> <ul style="list-style-type: none"> <li>• As a member of the Programme: <ul style="list-style-type: none"> <li>– Strategic development of the company's clients and markets within the portfolio's designated areas.</li> <li>– Defining and achieving the portfolio's business and financial objectives and targets, ensuring effective collaboration with other teams across the company.</li> <li>– Efficient and effective use of the portfolio's human and financial resources to deliver company targets.</li> </ul> </li> </ul> <p><b>Project acquisition</b></p> <ul style="list-style-type: none"> <li>• Strategic development and marketing of the portfolio's capabilities within its defined technical and operational areas.</li> <li>• Defining and achieving a pipeline of work to deliver the portfolio's agreed business objectives</li> </ul> <p><b>Project management</b></p> <ul style="list-style-type: none"> <li>• Personal participation in and management of projects, including large and/or strategic company projects.</li> </ul> <p><b>Intellectual capital development</b></p> <ul style="list-style-type: none"> <li>• Personal participation of the portfolio's intellectual capital development activities in the relevant fields.</li> </ul> <p><b>Line management</b></p> <ul style="list-style-type: none"> <li>• Effective line management for staff members including setting performance targets and monitoring their achievement</li> </ul>
<b>Specific responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead the development of strategies and plans for the portfolio.</li> <li>• Market the company's and the portfolio's activities to clients including donors, partner government ministries and other parties.</li> <li>• Organise the portfolio and ensure that it is properly staffed. Develop and maintain a strong network of Associates and external consultants to</li> </ul>

	<p>support the work of the portfolio, and manage OPM's relationships with them.</p> <ul style="list-style-type: none"> <li>• Ensure that portfolio staff are effectively managed, motivated, developed and rewarded, within the framework of the company's staff performance management and remuneration policies.</li> <li>• Develop and implement a marketing plan for the portfolio.</li> <li>• Develop and identify market opportunities and convert them into projects. Prepare tenders for company projects. Lead tenders for, and personally deliver and manage, a group of major projects</li> <li>• Assign responsibilities for managing consulting projects to suitably qualified staff, and personally manage selected projects of strategic importance to the company. Participate in other selected OPM projects as appropriate.</li> <li>• Take responsibility for the quality of all aspects of the work of the portfolio.</li> <li>• Develop and maintain the portfolio's intellectual capital. Identify, plan and implement advisory, training and organisational support services in related fields.</li> <li>• Personally develop one or more agreed areas of work of importance within the portfolio's overall strategic objectives and plans.</li> <li>• Monitor the portfolio's performance and oversee the day-to-day work of the portfolio, ensuring that it is properly coordinated with other parts of the company.</li> <li>• Undertake other duties reasonably required by the Programme Director to ensure the operational and financial success of the Programme.</li> </ul>
<p><b>Qualifications &amp; experience</b></p>	<ul style="list-style-type: none"> <li>• A degree and post-graduate qualification in a relevant numerical discipline.</li> <li>• An established reputation in evaluation and/or monitoring of development activities</li> <li>• An understanding of the operation of aid programmes and experience of working with senior officials from government and international agencies.</li> <li>• Management experience, including the management of medium to large projects, preferably in a relevant consulting environment.</li> <li>• The ability to communicate effectively with colleagues and clients, both verbally and in writing.</li> <li>• Preferably, the ability to work in at least one relevant foreign language.</li> <li>• The right to work in the UK.</li> </ul>