

Microbiology Society – Job Description for:

Job Title: Research and Evaluation Manager
Reports to: Head of Professional Development and Evaluation
Department: Members' Programmes
Location: Charles Darwin House

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

We are now embarking on an ambitious new five year strategy with our principal goal to develop, expand and strengthen the networks available to our members so that they can generate new knowledge about microbes and ensure that is shared with other communities. We are seeking an experienced Research and Evaluation Manager to ensure our activities across the Society reflect the professional development wants and needs of our members and deliver career enhancing outcomes for them.

1.1 Purpose

The Research and Evaluation Manager will report to the Head of Professional Development and Evaluation and will play a central part in the design and implementation of outcomes frameworks, member research and the evaluation of Society activities. The Research and Evaluation Manager will also identify programme improvements through a range of sources, including internal monitoring and evaluation, as well as thorough understanding of the research literature and wider activities supporting professional development within the scientific community, to ensure our activities deliver on members' desired outcomes.

1.2 Duties

Reporting to the Head of Professional Development and Evaluation, the Research and Evaluation Manager will work collaboratively across the Society to devise and implement a research strategy

that will establish an evidence-base for Society activities and contribute to delivering on the Society's strategic objectives. This post will be crucial to the Society being able to show it is having a positive impact and delivering effectively for its members as well as the wider microbiology community. Specific duties to be determined by the Head of Professional Development and Evaluation; key work areas include (but will not necessarily be limited to):

Strategic

- Work with the Head of Professional Development and Evaluation and the Senior Management Team to develop an organisation-wide approach to measuring, reviewing and evaluating outputs and outcomes across all Society activities in delivering career enhancing impacts for our members, helping to achieve the Society's strategic objectives 2018-2022.
- Ensure that the Society's evaluation processes are exemplary so that positive impacts can be showcased.
- Build and manage relationships with members and other key stakeholders of the Society.

Operational

- Act as a source of research expertise for the Society, leading on research and evaluation activities internally and playing a role in communicating the Society's work and impact to external audiences.
- Make informed decisions about appropriate methodologies and carry out data collection and management, including implementing and commissioning research where necessary
- Undertake small-scale research projects as required, maintaining appropriate systems of holding and filing knowledge, information and data, as well as provide support and project management for all commissioned research projects.
- Disseminate the outcomes of research and evaluation both internally and externally, organising and scheduling the timely and effective distribution of content through key networks in collaboration with the Publishing and Communications teams (e.g. papers, reports, blogs, tweets etc.).
- Develop and maintain a detailed understanding of current research on professional development requirements within the scientific community and distribute knowledge internally.

- Deliver the Society's Equality, Diversity and Inclusion activities including the annual data collation and report to Council, and work with the Grants and Professional Development Officer to implement recommendations from the annual report.
- Contribute to *Microbiology Today* and our digital platforms and social media platforms as required to communicate research and evaluation findings.
- Manage expenditure within the Professional Development project budget in collaboration with the Head of Professional Development and Evaluation.
- Other duties as determined by the Head of Professional Development and Evaluation or Director of Strategy and Members' Programmes from time to time.

1.3 Person Specification

1.3.1 Essential

- Degree in a relevant discipline (e.g. social science, research methods) or equivalent experience
- Strong background in research and familiarity with a range of evaluation methodologies and relevant statistics
- Strong analytical skills and attention to detail, and be comfortable in handling, analysing and reporting on data
- Proven track record of carrying out short-term, intermediate and long-term research projects, including commissioning research projects and managing suppliers
- Significant project management experience with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Ability to present information, verbally and in writing, in a clear and concise manner to different audiences, with excellent attention to detail
- Excellent communication skills both written and oral
- Self-starter with the ability to work under own initiative and independently
- Some experience of budget management
- Ability to build effective relationships with members and key stakeholders
- Excellent administration skills including proven ability to take accurate and informative meeting minutes

1.3.2 Desirable

- Knowledge of membership organisations

- Knowledge and interest in professional development
- Interest in microbiology