

## **North East Screen – Data and Evaluation Manager**

### **Job Description**

<b>Job title:</b>	<b>Data and Evaluation Manager</b>
<b>What we do:</b>	We develop and champion North East England as one of the UK's leading film and TV production hubs where exceptional screen industry talent can live, create and work.
<b>What you do:</b>	You will lead North East Screen's data, monitoring and evaluation function, ensuring that the organisation can evidence its impact, meet funder requirements, improve data quality, and use insight to support strategic decision-making.
<b>Who you report to:</b>	Finance Director
<b>Who you manage:</b>	<b>Monitoring and Claims Coordinator</b>
<b>Salary:</b>	£38,424 per annum
<b>Hours:</b>	<b>37.5 hours per week (office based)</b>
<b>Annual Leave:</b>	<b>31 days per annum (plus 8 statutory Bank Holidays)</b>
<b>Location:</b>	<b>North East England – Sunderland / Hartlepool Office</b>

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### **Key tasks include:**

#### **Data, Systems and Reporting**

Develop and implement effective data collection and management systems to ensure quality assurance and consistency across all our projects and departments. The Data and Evaluation Manager will work closely with each department with regards to how data is collected and how it is used for reporting, evaluation and strategic decision-making. This includes:

- Film Office
  - Working with the Film Office team to ensure Moviesite (database of crew, locations, project tracking, supply chain companies) and related data is recorded consistently, reviewed regularly and suitable for reporting.
- North East Production Fund (NEPF)
  - Working with the NEPF team to develop and manage a system evaluating NEPF investments identifying leakage and shortages in supply chain and benefits from investments.
- Skills
  - Working with the Skills team to develop and manage a career long intervention impact tracking system including quarterly scrutiny and annual reporting on the integrity of data held.
- Business and Talent Development
  - Working with the Business and Talent Development team to develop and manage a multi-year intervention impact tracking system including quarterly scrutiny and annual reporting on the integrity of data held
- Communications and Marketing
  - Working with the Communications and Marketing team to compile and present business critical information and communicate top line to SLT and delivery teams.
- Systems management including all databases and IT. Managing IT contracts and contract providers including external IT support provider.
- Develop and manage Senior Leadership Team KPI's dashboard, monthly at a minimum.
- Investigate viability of new organisational systems including a CRM. Leading implementation where viable.
- Translate data into clear, accessible insight for the Senior Leadership Team, Board, funders and delivery teams, highlighting performance, risks, opportunities and areas for improvement
- Develop with finance team streamlined dashboards and reports.

### **Monitoring, Evaluation and Impact**

- Delivering effective monitoring and evaluation quarterly and annually for internal and external stakeholders.
- Delivering monitoring and evaluation for major projects including:
  - North East Screen Industry Partnership (NESIP)
  - Screen Alliance North (SAN)

- Manage and monitor effective evaluation systems and procedures to ensure quality assurance and consistency.
- Manage the claims monitoring, output data and reports in alignment with our funding agreements. Be aware of changes to funding requirements and make the necessary adjustments
- Act as lead contact for monitoring on all projects and bespoke enquiries including sense checking strategic priorities.
  
- Work across whole organisation including SLT and managers providing output and impact information identifying challenges and opportunities to effect direction of travel.
- To manage the delivery of evaluation reports including collection of case studies.
- Ensuring the data on EDI, Accessibility, Sustainability and Good Working Practices is accurately recorded and interrogated across the whole organisation and all projects.

**Additional responsibilities:**

- Help to maintain delivery partnerships at a regional, national and international level.
- Corporate responsibilities including working with line manager to organise work schedule and creating and maintaining professional relationships with other members of staff.
- Demonstrate a personal commitment to NES's Diversity, Equality, and Inclusion responsibilities, which include a positive and proactive approach to equality of opportunity in all aspects of the organisation's operations, particularly in relation to people from under-represented groups.
- The post holder must also be available to work outside of office hours when required and support with some out of hours digital support.

**Experience and skills you'll bring to the role:**

- Experience of managing monitoring and evaluation systems and processes.
- Proven track record of using initiative and problem solving.
- Experience in database interrogation.
- Experience in monitoring public sector grants provision and administration.
- Experience of regular reporting of quantitative outputs.
- Able to project manage
- Present ideas to different audiences

### **Competencies**

- Enjoy creating a team learning environment and able to learn from our team whilst working in a professional manner aligned to our ED&I policy.
- Ability to manage multiple tasks and prioritize workflow.
- Clear, articulate communication skills both oral and written. Numerically literate.
- Respectful of employees, customers and team members in all conversations and communications.
  
- Good knowledge of MS Office tools including Excel, Word and Outlook. Computer literate including Adobe.

### **Health & Safety**

- Ensure compliance with Company Health & Safety policies, procedures and good practices
- Promote, develop, and implement organisational activities which support and enhance environmental sustainability

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Due to the evolving nature of our business, this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

## **Terms and Conditions**

Salary: £38,424 per annum

Hours: 37.5 hours per week (office based)

Annual Leave: 31 days per annum, plus 8 statutory bank holidays.

North East Screen is committed to equality, diversity, and inclusion and welcomes applications from all backgrounds.

We particularly encourage applications from individuals who are currently under-represented in the screen industry.

This is an office-based role and requires region wide travel and out of hours event attendance.

We are open to discussing flexible working arrangements.