

SFJPDPS2.7.2

Carry out policy evaluation research



Overview

Effective and reliable evaluation depends on access to all the relevant information. Some of that information will be available from routine monitoring procedures that are built into the operational guidance for the project. This unit is about how to make best use of the information available and how to collect data specifically for the evaluation.

SFJPDPS2.7.2

Carry out policy evaluation research

Performance criteria

You must be able to:

- P1 identify what information is readily available from routine monitoring activities
- P2 draw up a plan for collection of specific data needed for the evaluation
- P3 communicate with operational colleagues to ensure that ownership of the evaluation process is shared
- P4 design specific data collection activities and agree them with operational colleagues
- P5 pilot specific data collection activities with colleagues to ensure that the right questions are being asked
- P6 contribute to and oversee the collection of specific data for policy evaluation
- P7 ensure that evaluation data is collected from all groups of stakeholders
- P8 carry out an initial review of evaluation data and identify additional information requirements
- P9 collect secondary evaluation evidence
- P10 maintain full briefing of colleagues to build confidence in the evaluation process

SFJPDPS2.7.2

Carry out policy evaluation research

Knowledge and understanding

You need to know and understand:

- K1 specific legislation, regulation, governance and cultural requirements that relate to the nation or region to which the policy will apply
- K2 that the policy formation process involves continuous engagement and partnership with a range of stakeholders meaning that those in policy functions must coordinate and on occasions take the lead but must also constantly seek to ensure that there is full stakeholder engagement
- K3 why it is important to draw as much information as possible from routine monitoring
- K4 options for different ways to collect specific evaluation data
- K5 why it is important to achieve a balance in ownership of evaluation activities between policy and operational staff
- K6 how to design specific data collection tools for policy evaluation purposes
- K7 how a simple piloting process contributes to ensuring that the correct evaluation questions are asked
- K8 how to identify the need for secondary evidence through an initial review of evaluation data
- K9 options for the collection of secondary evidence
- K10 why it is important to keep colleagues fully informed of progress on an evaluation project
- K11 how to collect information efficiently and effectively from all groups of stakeholders

SFJPDPS2.7.2

Carry out policy evaluation research

Additional Information

Behaviours

The policy function role demands a high level of professionalism and general professional behaviour that should be taken as read. The most important behaviours that will help you achieve effective performance in this unit are:

Communicating

1. You identify clearly for others the benefits of effective policy evaluation.

Building relationships

2. You show sensitivity to the feelings of colleagues who may feel threatened by evaluation processes.
3. You recognise when there are conflicts and contribute to their resolution.

Problem solving and decision making

4. You elect to collect an appropriate amount of secondary evidence without dealing at inappropriate levels of detail

Focusing on results

5. You focus the evaluation on specific details that are essential for policy evaluation success

Acting ethically

6. You ensure that the evaluation research addresses the full intentions of the original policy.

Acting strategically

7. You show sensitivity to all stakeholder needs and possible consequences of the evaluation.

SFJPDPS2.7.2

Carry out policy evaluation research

Developed by	Skills for Justice
---------------------	--------------------

Version number	1
-----------------------	---

Date approved	January 2009
----------------------	--------------

Indicative review date	January 2011
-------------------------------	--------------

Validity	Current
-----------------	---------

Status	Original
---------------	----------

Originating organisation	Government Skills
---------------------------------	-------------------

Original URN	N2.7.2
---------------------	--------

Relevant occupations	Public Services; Public Service Professionals; Government and Related Organisations
-----------------------------	---

Suite	Policy Delivery-Public Services
--------------	---------------------------------

Key words	identify, plan, communicate, design, data collection, pilot, policy evaluation, review, briefing, options, specific evaluation data
------------------	---