

Role profile

Senior Analyst (Humanitarian), Bristol

DI's vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth. Our mission is to ensure that decisions about the allocation of finance and resources result in the end of poverty, increase resilience and security of the world's most vulnerable people, and ensure no one is left behind. We work to make sure these decisions are underpinned by objective and transparent data and evidence, and lead to increased accountability and sustainable long-term outcomes.

DI works to increase and improve data quality, to make data and information accessible and relevant to inform decision making. We work alongside partners and policymakers to identify sustainable solutions to the problems of poverty and insecurity, the causes of crisis and impact of the environment. We provide technical expertise to increase individual and organisational capacity to use data. We work to ensure that the standard of data collection, publication and use is continuously improved to make it accurate, disaggregated and forward looking.

Role and content

This skilled data analyst will be responsible for translating complex data into innovative, robust and accessible analysis to support DI's objective to better target resources to improve the lives of the most vulnerable. With a primary focus on humanitarian response and resilience, they will play a key role in ensuring DI remains a leading provider of data analysis in this field.

The post-holder will review and update sources and methodologies to ensure that research, analysis and presentation is innovative, relevant and rigorous. They will be responsible for quality assurance of this data across a range of DI projects, including the annual Global Humanitarian Assistance report. They will also represent DI externally, making connections with data experts across the sector and presenting analysis to external audiences.

The Senior Analyst will report to the Head of Technical Development in DI's Research and Analysis team. The post-holder will be required to mentor and train analysts within the team and travel to DI's other offices (including Nairobi and Kampala) to work closely with staff working on domestic humanitarian and resilience financing.

Person specification

Education/qualifications

- Graduate/postgraduate degree in economics, statistics, mathematics (or relevant subject with a strong quantitative emphasis) with good knowledge of humanitarian and development issues and data sources
- At least 5 years post-qualification experience in a data research and analysis role

Knowledge/technical skills

Essential

- Working knowledge of current debates on humanitarian assistance and on measuring, costing and financing preparedness, response and resilience to crisis
- Advanced data management skills including excellent knowledge of Microsoft Excel and other statistical, data manipulation and visualisation packages
- Proven experience of designing rigorous data analysis methodology, underpinned by both advanced technical skills and critical understanding of the political context and implications of data choices
- Ability to work with multiple data sources to understand the methodological merits of each and to produce complex analysis
- Flair for and technical knowledge of communicating and visualising data in clear and user-friendly formats
- Ability to translate trends emerging from data into accessible analysis that is relevant to the wider discussions on humanitarian financing
- Good networks and ability to build relationships with data providers and experts in key relevant institutions
- Proven ability to write and communicate clearly, accessibly and succinctly for multiple audiences – both specialists and non-specialists
- Strong team-working skills and experience in training and supporting colleagues to deliver rigorous analysis

Desirable

- Thorough understanding of data sources on international, regional and domestic expenditure on humanitarian response and resilience
- In-depth knowledge of a wide range of data sources and indices on risk, vulnerability, crisis affected populations and humanitarian need
- Good understanding of the changing data landscape including technical challenges, limitations and opportunities
- Ability to work in a second language (in particular Arabic or French)
- Practical experience working in or on crisis contexts

Personal skills/qualities

- Rigorous and conscientious – able to work under pressure yet deliver on time with attention to detail and accuracy
- Innovative – investigative by nature and persistent in obtaining new information and data; questions the validity of information and offers ideas and solutions to issues
- Open – enthusiastic and willing to learn and develop, both individually and as part of a team
- Considerate and supportive – self-starter able to work collaboratively within and across teams and to organise time accordingly
- Patient and tenacious – when data checking statistical and methodological outputs, formulae and calculations, written reports and papers

Duties/responsibilities

Content expertise

- Lead DI's data analysis on financing for humanitarian response and resilience, including for the annual Global Humanitarian Assistance report and associated products, working with internal colleagues and external experts to ensure high quality outputs

- Research and write innovative data-led analysis for a range of high-quality briefings and reports, contributing to DI reports and consultancy projects as required
- Review and update methodologies and sources regularly to ensure that work is innovative, relevant and robust
- Design and implement quality assurance processes to ensure that data analysis is robust
- Maintain and develop a strong network of external experts to inform DI's work in this area and lead a process of external consultation through peer review and reference groups
- Support colleagues to improve their skills to efficiently and accurately produce analysis, designing and delivering training and guidance tools
- Build strong working relationships with data providers and analysts in relevant institutions
- Support DI's engagement and communications work including representing DI externally as a data expert and responding to internal and external requests regarding the data
- Contribute expertise to support initiatives across all DI offices, in particular identifying opportunities to build links between humanitarian and development metrics and financing
- Work closely with the Data Science and Information Architecture team to develop approaches for organising data to enable efficient and effective analysis
- Contribute to visualisation and presentation of data across DI to ensure that data is communicated clearly, compellingly and creatively
- Carry out other reasonable duties and responsibilities as needed

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of DI policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in 1:1 meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to taking on new work as and when required and is proactive

Contractual details

Start date:	ASAP
Location:	Bristol, UK
Salary:	£33,000 – £35,000 gross pa
Hours:	35 hours per week
Probation:	3 months
Leave:	25 days plus all bank/public holidays (as appropriate for country)
Benefits:	See http://devinit.org/#!/about/working-for-us

Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be emailed to: Jane McNeil (Human Resources Manager) at HR@devinit.org quoting reference: 'Senior Analyst' in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 8 January 2016

1st Interviews: week commencing 18 January 2016

2nd interviews: if necessary, to be advised

Other

Employing an individual who is not allowed to work in the UK is illegal and we have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the UK. It is highly unlikely that we will be able offer sponsorship to a worker from outside the EEA.

Due to the volume of applicants that we receive, we regret to say that we will be unable to acknowledge receipt of your application and if you do not hear from us within 4 weeks of the closing date, please assume that your application has been unsuccessful.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.
