



Analyst

Bristol, UK

Role and content

To provide evidence and rigorous analysis to support and inform Development Initiatives (DI)'s work on enhancing the use, usability and understanding of data, as well as our work on international development financing, poverty and vulnerability.

The role holder is responsible for delivering and supporting a variety of research and analytical outputs that sit across a range of DI's work, including humanitarian assistance, crisis and vulnerability. This includes data-led research on disasters, forced displacement and humanitarian needs, as well as the financial flows and instruments that address them. This will contribute to such high-profile flagship publications as the *Global Humanitarian Assistance Report*, as well as thematic reports and consultancies for a range of multilateral, government and NGO clients.

The role involves developing quantitative and qualitative data into evidence and actionable information that can be used by key partners and audiences. It involves gathering and analysing data from multiple sources, and working with colleagues from the Data Science team to manage data in innovative and efficient ways. The role holder will also engage with external stakeholders, communicating our work.

Person specification

Education/training

- Degree and postgraduate qualification in international development or economics (or a related discipline with substantial quantitative analytical component).

Personal skills/qualities

- Enthusiastic and willing to learn and develop – both individually and as part of a team
- Rigorous and very attentive to detail while designing and implementing analysis, performing calculations and checking data
- Good communication skills, including experience of working effectively with diverse audiences, both verbally and in writing
- Ability to offer innovative ideas and solutions, and develop new ways to analyse and visualise data
- Ability to work under pressure yet deliver on time with attention to detail and accuracy
- Ability to work independently with minimal support as well as in a team environment.

Knowledge/technical competencies

Essential

- Strong understanding of statistical and quantitative research techniques; ability to conduct high-quality research and analysis
- Advanced knowledge of software used to manage and analyse data (e.g. Excel, Stata, R)
- Familiarity with international development and development finance data
- Strong ability to communicate messages from data (for example in clear, easily understood visualisations)
- Excellent written and spoken English, with the ability to present complex issues clearly for technical and non-specialist audiences.

Desirable

- A year or more's work experience of quantitatively oriented analysis on relevant issues
- Expertise in specific areas of development, including but not limited to humanitarian assistance, vulnerability, conflict and risk
- Understanding of, and interest in, the political economy of development finance and poverty, including key issues and players
- Experience designing and undertaking research to provide evidence and recommendations for specific policy questions
- Experience of working in a developing country context
- Experience of working in a matrix or project-based environment
- Ability to work in a second language.

Responsibilities

Technical Duties

- Manage data and develop analysis for DI's work, particularly on measuring, costing and financing response to crisis; on humanitarian need and vulnerability-related indicators; and on official flows in crisis-affected contexts
- Contribute analytical work for the *Global Humanitarian Assistance Report*
- Develop the organisation's work through quantitative research on crisis response and humanitarian assistance, including understanding of financing mechanisms and the various international and regional actors involved in their funding and delivery
- Interpret data and communicate findings and messages for a range of audiences and formats (including presentations, briefs, reports and data blogs)
- Manage internal data organisation, processes and data checking
- Support DI's engagement and communications work, support links with research audiences and ensure that our research stays relevant to external debates
- Contribute to wider thematic work and consultancy projects as required

- Work closely with colleagues in the Research & Analysis team and other teams across DI, such as the Policy & Engagement and the Data Science teams.

Business skills and responsibilities

- Provide technical assistance to senior managers where required
- Develop and maintain effective systems, ensuring these are consistent with DI's operational requirements and policies
- Assist with the management of contractor relationships
- Contribute at team meetings and provide updates as required.

General responsibilities

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

Contractual details

Start date:	ASAP
Length:	1 year fixed-term contract
Location:	DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL
Salary:	£20,500 per annum
Hours:	35 hours a week
Probation:	three months
Leave:	25 days pro rata, plus all bank/public holidays
Benefits:	See http://devinit.org/working-with-us/working-for-us/

Application details

Your CV (no more than 2 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at HR@devinit.org, quoting ref: 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: 22 January 2018 (5 pm GMT)

Interviews: w/c 29 January 2018

Early applications are highly encouraged; we will be reviewing submissions as they arrive in order to start the interview process as soon as possible after 22 January 2018.

Other

We welcome applications from all sections of the community.

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 Country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

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.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at: <http://devinit.org/working-with-us/vacancies/>