



IATI Business & Data Analyst

About Development Initiatives and IATI

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play in development. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

In 2008, DI played an instrumental role in establishing the International Aid Transparency Initiative (IATI), which was launched at the third High Level Forum on Aid Effectiveness in Accra. DI continues to serve as the technical lead within the IATI Secretariat, which is led by UNDP.

Today, IATI is a global initiative that brings together governments, multilateral institutions, private sector and civil society organisations and others to increase the transparency of development and humanitarian resources. For IATI members, increased transparency is not an end in itself but an essential step towards maximising members' impact for the world's poorest and most vulnerable people. IATI's vision is that transparent, good-quality information on development resources and results is available and used by all stakeholder groups to help achieve sustainable development outcomes. At the heart of IATI's work is the IATI Standard, an open-data standard sharing information on humanitarian and development resources and the results that they achieve.

This is an exciting time for IATI. Since 2011, the number of organisations committing to transparency and publishing to IATI has grown significantly; there are now over 800 IATI publishers, providing detailed and timely open data on development and humanitarian activities. Alongside this growth there is an increased demand to continue supporting organisations to publish open data, help them improve the quality of the data being published, and to promote the use of IATI data.

Business & Data Analyst for the International Aid Transparency Initiative (IATI)

Role profile and purpose

The postholder will be a talented, data-savvy individual who will work very closely with the IATI technical team based in Bristol. The successful candidate will support organisations wanting to publish data to IATI, helping them through each step of the publishing process. The position will require working with a range of organisations that already publish to IATI to improve their data's quality and usefulness, developing guidance and training materials for publishers and data users, and participating in the on-going maintenance of the IATI Standard.

The IATI community includes multiple stakeholder groups, so the postholder will have to work collaboratively with a variety of institutions and individuals across the IATI network, and establish and maintain good relationships within the community.

Duties and responsibilities

Technical duties

- Answer publisher and data-user support requests via the IATI Helpdesk
- Data collection and analysis
- Provide analysis and support to stakeholders to help them publish data to the IATI Standard
- Participate in IATI upgrade processes and on-going maintenance of the IATI Standard
- Work collaboratively with the developer team in raising issues and pull requests on GitHub
- Write and update content on the IATI Standard website pages

Organisational responsibilities

- Support the day-to-day management of the team
- Identify and implement, wherever possible, efficiency and other improvements in day-to-day working practices
- Provide vital administration and logistical support to ongoing project work

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one 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.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Area	Essential/ desirable	
Experience	<ul style="list-style-type: none"> • Experience working in a developing country context or other relevant experience of working with people from diverse backgrounds (on an employed or voluntary basis) • At least two years' practical experience working in a technical support role involving data analysis, business analysis or data manipulation • Experience working on a public-facing support desk • Experience managing databases • An understanding of and experience using XML • Understanding and awareness of the open data movement • Keen interest in and experience working with code or programming languages 	E E E D D D D
Skills and abilities	<ul style="list-style-type: none"> • Ability to explain complex technical issues clearly to a wide audience • Good communication skills, including experience of working effectively with diverse audiences, both verbally and in writing 	E E
Education	<ul style="list-style-type: none"> • Educated to degree level, preferably in international development, economics or a related discipline 	E
Knowledge	<ul style="list-style-type: none"> • Keen interest in working in international development, specifically around open data and development finance • Excellent knowledge of Microsoft Word, Excel and Outlook • Understanding of government and/or NGO organisational structures and systems • Understanding of international development financing organisations and systems • Understanding of how data standards are developed and used 	E E D D D

Personal attributes	<ul style="list-style-type: none">• Enthusiastic and willing to learn and develop – both individually and as part of a team• Able to work under pressure yet deliver on time with attention to detail and accuracy• Able to work independently with minimal support and in a team environment• Good written and spoken English. Additional language skills would be an advantage	E E E E
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Contractual details

Start date:	January 2019
Length:	Permanent
Location:	DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL
Salary:	£25,000–£30,000
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata

Application details

Your CV (no more than two 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: IATI B&D 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: 2 December 2018

1st Interviews: December 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.

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 website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. You often hear it said, and at Development Initiatives, it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme		✓	
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Childcare vouchers		✓	

Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas ✓ ✓ ✓

Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people) ✓ ✓ ✓
