**development
initiatives**

IATI Technical Lead

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 IATI data.

Technical Lead for the International Aid Transparency Initiative (IATI)

Role profile and purpose

IATI is administered by a Secretariat that is led and coordinated by UNDP, within which Development Initiatives (DI) acts as the technical lead. The post-holder will lead all aspects of DI's work on IATI, collaborate with others in the IATI community to develop a long-term vision for the IATI Standard, and ensure the maintenance and development of IATI's technical infrastructure. They will play a leading role in efforts to improve data quality and promote data use, provide policy advice on relevant issues to the IATI Secretariat and Board, and manage the IATI technical team to develop and deliver annual work plans.

Reporting to the Director of Engagement and Partnerships, the post-holder will act as a single point of contact within DI for the IATI Secretariat, Board, Members' Assembly, Technical Advisory Group and IATI Chair, make an active contribution to policy and technical discussions at each of these levels, and support operational and governance processes. This is a senior management position, and the post-holder will have overall responsibility for all aspects of DI's work on IATI including management of staff, contractors and budget.

Duties and responsibilities

Strategic scope

- Provide input into IATI's strategic planning and contribute to DI's planning and budgeting processes
- Play a key role in driving forward IATI's vision and mission, and help to shape future strategic direction
- Play a leading role within the IATI Secretariat and help to operationalise Board and Members' Assembly decisions through the development of the annual work plan and budget
- Oversee the overall management of DI's work on IATI, ensuring timely delivery of the annual work plan and budget

Technical duties

- Contribute to the development of a long-term technical vision for IATI
- Oversee the maintenance and development of IATI's technical infrastructure
- Lead the work of the IATI technical team
- Ensure the smooth running of all in-house and outsourced products
- Ensure that, as the marketplace and ecosystem engaged with IATI data matures, the work of the technical team promotes and complements developments

- Maintain the integrity of the IATI Standard
  - Ensure that all definitions and documentation on schema, code lists and rule sets are unambiguous, consistent, coherent and fit for purpose
  - Ensure that all organisations wishing to publish to the Standard have access to the guidance they need in an accessible format
  - Play a leading role in guiding efforts to improve the quality of data published
- Oversee improvements to the Standard
  - Coordinate consultations between the technical team, experts and the community at large to improve the Standard over time
  - Ensure that upgrades to the Standard take place in accordance with established rules and procedures
- Play a leading role in promoting better use of IATI data
  - Ensure the ongoing delivery of a robust and improving service from the IATI datastore
  - Promote and facilitate the integration of IATI data into developing country systems
  - Monitor global innovations in the delivery of data services and narratives to feed into the emerging ecosystem of IATI tools
- Improve the interoperability of IATI data with other information systems
  - Engage and collaborate with other open-data Standards
  - Explore interoperability opportunities between IATI and other information systems
  - Explore opportunities to join up IATI data with domestic budgets and the national statistical system in developing countries

Organisational responsibilities

- Represent DI in meetings of the IATI Secretariat, Governing Board, Members' Assembly, Technical Advisory Group and Chair, and provide policy and technical advice as required
- Ensure that UNDP (as Secretariat lead) is consulted about to major decisions affecting future technical direction
- Provide updates on IATI to DI's Directors and Board as required
- Manage DI's budget for IATI
- Represent IATI externally in technical forums as required
- Manage contractor relationships (setting the Terms of Reference, managing performance, etc.)
- Provide quality assurance for DI's work on IATI whilst ensuring delivery is within budget and on time

Management duties

- Manage a team of seven staff, ensure line reports are delivering to a high standard across their objectives, and manage performance or up-skill if and when appropriate
- Provide leadership and motivation to team members
- Take responsibility for health, safety and security obligations for team members

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	• Minimum of ten years' experience in a similar role	E
	• Experience in managing, designing or implementing open data standards	E
	• Experience in managing or designing information systems	E
	• Experience working in a matrix or project-based environment	D
	• Experience of managing outsourced products and related vendor and contract management	D
Skills and abilities	• Proven ability to think strategically and contribute to a long-term vision for IATI, and for DI's potential role within this	E
	• Excellent project leadership and people management skills, with the ability to develop others and to impart knowledge and experience in an accessible and clear manner	E
	• Excellent communication skills, with the ability to explain complex technical issues to a non-technical audience, plus experience of working effectively across cultures and with diverse audiences, both verbally and in writing	E
	• Strong coordination skills, and proven ability to work collaboratively with colleagues in other organisations, and with the wider community	
Education	• A Master's degree in a relevant subject or equivalent work experience	E
	• Project management qualification or equivalent work experience	E
Knowledge	• A good understanding of the wider policy context in which technical decisions are taken, with the ability to weigh up both policy and technical considerations and provide balanced advice on the best way forward	E
	• High-level appreciation of current trends in information technologies	E
	• High-level knowledge of XML or JSON schema	E
	• Demonstrable knowledge of standards and best practices relating to systems design and development	E
	• Knowledge of international development or a demonstrated interest in poverty related issues	D

| Personal attributes | • Ability to work under pressure yet deliver on time with attention to detail and accuracy | E |
| | Ability to undertake international travel to participate in IATI meetings and represent IATI externally at technically-focused events | E |

Contractual details

Start date: January 2019
Location: Bristol, UK
Salary: £55,000 – £65,000 (dependent upon experience)
Hours: 35 hours per week
Probation: 3 months
Leave: 25 days pro rata, plus all bank/public holidays

Application details

Your CV (no more than two pages) and cover 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 reference: IATI Tech Lead 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: 30 November 2018

First interviews: December 2018

Second interviews: To be advised

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)	✓	✓	✓