development
initiatives

analyst

About Development Initiatives

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 founded in 1993 our expertise and passions have been rooted in the role data can play. There are enough resources in the world to consign extreme poverty to history, but without good data we do not have the information we need to drive sustainable development and ensure we reach those who are furthest behind.

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.

Read our latest progress report.

"An indispensable tool that shines a light on progress"
DFID Senior Humanitarian Policy Advisor (about our Global Humanitarian Assistance Report 2017)

Analyst
Bristol, UK

Role content and purpose

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

The postholder is responsible for delivering and supporting a variety of research and analytical outputs that sit across a range of DI's work, primarily in the areas of humanitarian assistance, crisis and vulnerability, but where required, in areas of development finance, poverty, nutrition etc. 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 postholder will be required to lead on developing narrative content that will engage with and encourage humanitarian stakeholders to use DI outputs to inform policy and operational decision-making. The post holder will take the technical lead on discrete research pieces, working under departmental supervision of the Humanitarian and Crisis Lead. This will involve conceptualising research ideas, developing methodologically sound scoping papers for new research themes that align with the portfolio of humanitarian work conducted by DI, and developing quantitative and qualitative data into evidence and actionable information that can be used by key partners and audiences. The role will involve gathering and analysing data from multiple sources, including the OECD DAC, World Bank, IMF, IATI and FTS, and working with colleagues from the Data Science team to manage data in innovative and efficient ways, and develop data-driven narrative content in accessible ways to targeted and diverse audiences. The postholder will also contribute to DI's engagement activities with external stakeholders by communicating our work confidently and with an assured and diplomatic presentational manner.

The postholder will work within the Research and Analysis Team and will be line managed by the Senior Analyst, under the overall supervision of the Humanitarian and Crisis Lead.

Duties and responsibilities

Technical duties

- Manage data and develop analysis for DI's humanitarian work (illustrative areas of analysis will include measuring, costing and financing response to crisis; humanitarian need and vulnerability-related indicators; cash transfer programming; multi-year funding flows; flows to UN agencies, INGOs and national and local providers; and on official flows in crisis-affected contexts). It is expected that the post holder will take on primary responsibility for at least one area of research but will need to be conversant and engaged across all areas as required.
- 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 provide narrative content for the communication of findings and messages for a range of audiences and formats (including presentations, briefs, reports and data blogs)
- Adhere to internal data organisation, processes and data checking protocols
- 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
- Contribute to the maintenance of data management systems, ensuring these are consistent with DI's operational requirements and policies
- 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 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

Person specification

Area		Essential/ desirable
Experience	• Three years or more 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	E
	• Experience designing and undertaking research to provide evidence and recommendations for specific policy questions	D
	• Experience working in a developing country context	D
	• Experience working in a matrix or project-based environment	D
Skills and abilities	• Good communication skills, including experience of working effectively with diverse audiences	E
	• Strong technical writer who can articulate research concepts and outputs in accessible language for diverse audiences	E
	• Strong presenter of data-based information and concepts, using variety of presentational styles and tools (PPT, webinars, blogs etc.)	E
	• Ability to understand and respond appropriately to political and other nuances of key audiences when representing DI in formal and informal meetings etc.	E
	• Ability to offer innovative ideas and solutions, and develop new ways to analyse and visualise data	E
	• Ability to work under pressure yet deliver on time with attention to detail and accuracy	E
	• Ability to work independently with minimal support as well as in a team environment	E
	• Ability to read widely on humanitarian issues, summarise key emerging themes of interest and to develop key research questions or hypotheses arising	E
	• Evidenced skills in conducting systematic literature reviews on technical content, and ability to pull upon secondary literature sources in written work	E
	• Strong ability to communicate messages from data (for example in clear, easily understood visualisations, infographics, charts etc)	E
	• Excellent written and spoken English, with the ability to present complex issues clearly for technical and non-specialist audiences through accessible narrative descriptions / explanations of technical data and trends	E
	• Ability to work in a second language	D

Area		Essential/ desirable
Knowledge and technical competencies	• Strong understanding of statistical and quantitative research techniques; ability to conduct high-quality research and analysis, including design of quantitative and qualitative research instruments, coding sheets and research protocols / methodologies	E
	• Advanced knowledge of software used to manage and analyse data (e.g. advanced skills in using Excel, Stata, R)	E
	• Familiarity with international humanitarian or development finance data	E
	• Understanding of, and interest in, the political economy of development or humanitarian finance and poverty, including key issues and players	D
Education and Qualifications	• Degree and postgraduate qualification in international development or economics (or a related discipline with substantial quantitative and qualitative analytical component).	E
Personal attributes	• Rigorous and very attentive to detail while designing and implementing analysis, performing calculations and checking data in accordance with predefined quality assurance protocols and practices	E

Contractual details

Start date: Dependent on notice period (from March 2019)
Length: Permanent
Location: DI's Bristol Office at North Quay House, Quay Side, Bristol BS1 6FL
Salary: £24,000–£27,000 per annum, dependant on experience
Hours: 35 hours a week
Probation: 3 months
Leave: 25 days pro rata, plus all bank/public holidays

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 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: 17 February 2019
- First interviews: February 2019
- Second interviews: to be scheduled if required

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 DI, 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)	√	√	√