



Recruitment Pack



Senior Global Nutrition Policy Analyst

About Development Initiatives

Development Initiatives (DI) is an independent international development sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. 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.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good-quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

Senior Global Nutrition Policy Analyst, Bristol (with flexibility), UK

The [Global Nutrition Report](#) (GNR) is the world's foremost publication on the status of malnutrition around the world. It acts as a stock-take on the world's nutrition – globally, regionally and country by country – and on efforts to improve it. It tracks progress on global nutrition targets, ranging from diet-related non-communicable diseases to maternal, infant and young child nutrition.

The GNR aims to provide a single authoritative source on progress towards addressing global malnutrition. It is a key resource providing data and evidence on nutrition and reflects the high standards of quality and independence required of all Development Initiatives (DI) products.

The *2018 Global Nutrition Report* reviews existing processes, highlights progress in combating malnutrition, identifies challenges and proposes ways to solve them. Through this, the report guides action, builds accountability and sparks increased commitment to furthering the progress that can reduce malnutrition much faster.

It is researched, analysed and written by the co-chairs of an [Independent Expert Group](#) (IEG) of world-leading academics, researchers and government representatives. The IEG is consulted on, inputs into and reviews the report. A wider [Stakeholder Group \(SG\)](#) – drawn from government, donor, civil society, multilateral and private sector organisations – provides strategic leadership of the report.

Role profile and purpose

DI is the host organisation for the GNR and is responsible for the delivery of the report, its communications and outreach strategy, as well as all on and offline communications. The postholder will be accountable for DI's delivery of all project elements, and will work closely with the Senior Project Manager.

The postholder will be responsible for supporting the IEG co-chairs to research and develop content as well as writing the report under their guidance. They will also supervise and support its outreach and management, serving as DI's contact with the SG, that provides governance for the GNR.

The postholder will be required to travel extensively to represent the GNR at external meetings, conferences and summits, will meet with stakeholders and will attend the SG and IEG meetings.

Duties and responsibilities

Technical duties

- Be accountable for delivery of the GNR project at DI, maintaining its independence, credibility and high quality
- Oversee and manage the development of the report and online resources with guidance and input from the IEG, having overall responsibility for the final output
- Provide updates and reporting to stakeholders (SG and donor group) and be able to lead or participate in regular remote meetings to keep all stakeholders up to date
- Maintain overview and direct research and analysis of available data as approved by IEG co-chairs and other stakeholders
- Work with the IEG members to provide guidance and oversight to the DI GNR nutrition data team and support them in gathering annual data for tracking and analysis
- Commission background work, case studies or further analytical work to fill gaps and inform interpretation in the data
- Work with the Publications team to produce a published report which provides key data and recommendations in a format most suitable for the key audiences identified by the SG
- Liaise with the Publications team to produce online resources to support the demand of key audiences
- Work with the Communications team to promote the report through available communication networks and present the findings of the report at events as required, and liaise with journalists, provide interviews and respond to inquiries
- Oversee reporting to donors and input and finalise funding applications
- Maintain relationship with the University of Bristol and other academic institutions working on malnutrition

Business Skills and Leadership

- Lead on nutrition policy at DI
- Maintain effective relations across the organisation

- Be accountable for the project budget with the support of the Senior Project Manager
- Develop and maintain project partnerships
- Represent the GNR externally
- Manage contractor relationships (for instance, setting Terms of Reference and managing performance)
- Work across teams providing quality assurance on areas of expertise
- Demonstrate creativity in applying solutions
- Confidently make and support clear decisions

Management duties

- Work collaboratively across the organisation to ensure DI delivers to a high standard, provide leadership and motivation to staff members
- If required, manage a team of staff and ensure they are delivering to a high standard across their objectives, and performance-manage or up-skill if and when appropriate
- Take responsibility for health, safety and security obligations for team members

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 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"> • 10 or more years' experience working in international development, specifically developing policies around nutrition and poverty-related issues • Expertise in nutrition policy and processes, with knowledge of historic and current debates • Experience of lead authorship on a substantial product to evidence understanding of nutrition processes • Strongly developed critical review experience to ensure quality of processes and product • Experience delivering programmes at the national or sub-national level • Experience working within a multi-stakeholder initiative 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills and abilities	<ul style="list-style-type: none"> • First-rate written skills evidenced in published work, with the ability to present complex issues clearly to a wide audience • Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing • Strong skills in encouraging cohesion and collaboration in working with large groups • Ability to interact with employees at all levels internally and externally • Able to work under pressure yet deliver on time with attention to detail and accuracy • Excellent people management skills with the ability to develop others and to impart knowledge and experience in an accessible and clear manner • Able to work independently with minimal support but can also work well in a team environment and lead team members • Ability to engage in an open and effective manner with the wider nutrition community including the IEG and the SG 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Education	<ul style="list-style-type: none"> • Master's degree (or equivalent) in a relevant subject 	<p>E</p>
Knowledge	<ul style="list-style-type: none"> • Good knowledge of international affairs • In-depth knowledge of SDGs particularly SDG 2, 'Nutrition for Growth' commitments and understanding of global processes to tackle malnutrition 	<p>E</p> <p>E</p>

Area		Essential/ Desirable
	<ul style="list-style-type: none"> • Knowledge of best practices and industry standards 	E
	<ul style="list-style-type: none"> • Knowledge of and/or contacts within the nutrition environment, experience working with policy and advocacy actors as well as donors and governments 	E
	<ul style="list-style-type: none"> • Good knowledge and understanding of data, ability to interpret the data for policy relevance, and a keen eye for rigorous analysis based on data 	E
	<ul style="list-style-type: none"> • Understanding of nutrition financing – international, domestic or both 	D
	<ul style="list-style-type: none"> • Existing awareness of/links with the GNR 	D
	<ul style="list-style-type: none"> • Understanding of diet and obesity issues and data 	D
Personal attributes	<ul style="list-style-type: none"> • Confident demeanour 	E
	<ul style="list-style-type: none"> • Required to travel regularly to attend nutrition meetings and conferences, as well as meetings with various partners 	E

Contractual details

Start date:	Early 2019, depending on notice period
Location:	DI's Bristol office (at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL) with flexibility
Length:	Permanent
Salary:	£50,000 to £55,000 per annum, depending 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 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: **Senior Global Nutrition Policy 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: 31 January 2019

1st interviews: February 2019

2nd 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.

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 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)	✓	✓	✓