



senior humanitarian & transparency policy advisor

Bristol, UK

September 2019

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 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

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

Senior Humanitarian & Transparency Policy Advisor, Bristol, UK

Role content and purpose

The Senior Humanitarian and Transparency Policy Advisor will work on Development Initiatives' (DI's) project Implementing and Monitoring the Grand Bargain Transparency Commitment. The project supports the Grand Bargain workstream in achieving its vision to *increase the availability and use of timely, transparent, harmonized and open high-quality data on humanitarian financing in order to enable evidence-informed decision-making, greater accountability and learning*. The project provides policy, research and technical support as well as seeking to influence the behaviour and policy of humanitarian actors to promote greater transparency. We work closely with the co-conveners of the Grand Bargain Transparency workstream, engaging stakeholders from governments, UN agencies, and international and national NGOs.

The Senior Humanitarian and Transparency Policy Advisor will work within the Engagement & Partnerships Team and will report to the Crisis and Humanitarian Lead. The successful candidate will play a central role in driving forward DI's policy and outreach on humanitarian transparency issues, leading engagement with external stakeholders, collating evidence and producing communications and research materials to promote progress towards the Grand Bargain transparency commitments

Duties and responsibilities

Technical Duties

- Gather evidence on progress, challenges and barriers to greater transparency and data use in the humanitarian sector.
- Build and manage relationships with key external stakeholders in humanitarian transparency and crisis-related financing and response (including public officials in donors, regional bodies, governments, and representatives of multilateral agencies and civil society), identifying opportunities to influence change in policy and behaviour.
- Produce a range of written materials, including undertaking policy research and analysis where necessary, to inform and influence external stakeholders.
- Work closely with colleagues to inform, shape and develop engagement strategies, including scoping and analysing stakeholder interests, on humanitarian transparency and data use.

Strategic scope

- Lead the development and implementation of DI's engagement strategy on humanitarian transparency and data use.

- Input into project monitoring, evaluation and reporting.
- Work with DI staff from across the organisation to share learning and ensure coherence with other DI projects, in particular with colleagues working on DI's Crisis and Humanitarian portfolio of work.

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"> Five to ten years' experience in, ideally, development, humanitarian or international relations policy development, engagement and research/analysis 	E
	<ul style="list-style-type: none"> Experience of working in the humanitarian sector or working on transparency and data use issues 	E
	<ul style="list-style-type: none"> Experience of working in development contexts or with governments, regional bodies and international institutions 	D
Skills and abilities	<ul style="list-style-type: none"> Excellent engagement skills, influencing and relationship skills with a diverse range of stakeholders 	E
	<ul style="list-style-type: none"> Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing, including strong presentation and public speaking skills 	E
	<ul style="list-style-type: none"> Ability to work effectively, both independently and in a team, under pressure and deliver on time with attention to detail and accuracy 	E
	<ul style="list-style-type: none"> Ability to identify and drive new ideas and strategies to shape policy debates and influence key decision-makers 	E
	<ul style="list-style-type: none"> Excellent organisational and project-management skills 	E
	<ul style="list-style-type: none"> Strong engagement and networking experience, with proven experience of managing relations with / influencing a range of stakeholder groups, including governments, multilateral organisations, regional organisations, CSOs, politicians, the media and the private sector 	E
	<ul style="list-style-type: none"> Analytical and research skills demonstrating the ability to collate, organise and communicate evidence 	E
	<ul style="list-style-type: none"> Excellent writing and communications skills, including fluent written and oral English, with the ability to present complex issues clearly to a wide audience and in a range of different written formats (briefing notes, in-depth research reports, blogs etc) 	E
	<ul style="list-style-type: none"> Ability to undertake international travel 	E
	<ul style="list-style-type: none"> Foreign language skills 	D
Education	<ul style="list-style-type: none"> Educated to degree – preferably postgraduate degree – level (or an equivalent academic qualification), in a relevant discipline 	E

- Knowledge
- Knowledge of transparency and data use in the humanitarian or development sectors OR proven understanding and experience of the humanitarian system, including knowledge of financing mechanisms and the actors involved in funding and delivering humanitarian assistance
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Contractual details

Start date:	From September 2019
Location:	DI's Bristol office at North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL
Salary:	Up to £40,000 per annum, depending on experience
Length:	Fixed term Contract until December 2020, with the possibility of extension
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: **SNR Humanitarian & Transparency Advisor** 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: 26 August 2019

First interviews: September 2019

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	✓		
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)	✓	✓	✓