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| **ROLE PROFILE: Data & Insights Specialist – Global Programme Operations** | | A black background with a black square  Description automatically generated with medium confidence |
| Position Title: | Data & Insights Specialist |
| Position ID: | 462326137, 862868564 |

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| **Team** | Global Programme Operations | **Grade** | TBC |
| **Reports To (Title)** | Head, Global Programme Operations Data Analytics & Insight | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 2 |

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| **Team and Job Purpose** |
| **Team purpose**  The Global Programme Operations team is a natural catalyst and connector, facilitator of various functions, that drives the implementation of our strategy with impact, quality, on time, on budget and with compliance. It is a highly collaborative team that works daily with stakeholders throughout Save the Children across the world, to facilitate a culture of strong operational and programmatic delivery. Global Programme Operations enables implementing offices meet relevant Quality Standards and external regulatory requirements through simple & accessible policies and procedures, systems support, tools, capacity strengthening and data analysis, while continuously improving, adapting and simplifying the framework based on country learning and regulatory changes. The team delivers compliant project and award management, supports regulated and complex programmes (including sponsorship and regional programmes) through ‘field-first’ thinking and partnering support towards contextualisation of the above. The team provides direct support when implementing offices escalate issues, acting as a cross-functional convenor when necessary.  **Role purpose**  This role will focus on producing high quality, specialist data analytics solutions for several teams with the Global Programme Operations department, to the greatest extent possible. To achieve this, the role will work closely with senior managers, data focal points, and IT to design, build and rollout these solutions, as well as continuously improving existing ones. By enabling senior stakeholders with high-quality data analysis and insights, the Data & Insights specialist plays a critical part in advancing the organisation’s strategic objectives and operational excellence. |

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| **Principal Accountabilities** |
| * Leads the development, implementation, maintenance and continuous improvement of advanced data analytics solutions that support strategic decision-making and improve operational efficiency, with a particular focus on teams within the Global Programme Operations department. * Delivers insightful data analysis that informs senior management decision-making, by working closely with IT and other data focal points, ensuring the accuracy, relevance, and timeliness of data products. * Works cross-functionally with a diverse range of stakeholders, coordinating multiple end-users needs and business questions when designing data analytics solutions, maintaining a user-centric perspective. * Supports continuous improvement of existing data analytics tools and methodologies, fostering a culture of innovation and excellence in data usage. * Manages data integrity and accessibility, adhering to diversity, equity, and inclusion standards to ensure inclusive and representative data insights. * Contributes and is an active member of the wider Data Analytics communities of practice: leads, collaborates and innovates through capacity building activities to enhance the understanding and utilisation of data analytics across the organisation. |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Multiple teams and functions at Global Teams |

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| **Travel Requirements** |
| International travel required: No  Percentage of required for travel: N/A |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Global Teams and Business Partners * IT Business Intelligence (BI) team * System Product Owners and other key data focal points   **External**   * N/A |

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| **Competencies** |
| **Cluster: Leading** #1 Competency: Developing self and others Level: Accomplished Behavioural Indicator: Gives regular positive and constructive feedback to others.  #2 Competency: Delivering results Level: Leading-edge Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance.  **Cluster: Thinking** #1 Competency: Problem-solving and decision-making Level: Leading-edge Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  #2 Competency: Innovating and adapting Level: Accomplished Behavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly.  **Cluster: Engaging** #1 Competency: Communicating with impact Level: Accomplished Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence.  #2 Competency: Networking Level: Leading-edge Behavioural Indicator: Builds strong relationships with a broad range of stakeholders. |

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| **Experience and Skills** |
| **Essential**   1. Proven strong analytical skills with the ability to interpret complex data sets and draw meaningful insights. 2. Proficiency in the use of data analysis and visualization tools, such as Excel, PowerBI, Tableau, SQL, Python, or a similar programming language. 3. Strong sense for data analysis and data visualisation, with a focus on user-centred design and continuous improvement. 4. Excellent communication skills to articulate complex information clearly and effectively to different stakeholders. 5. Ability to work independently without direct supervision and to independently communicate and engage with senior management 6. Strong problem-solving abilities to identify and resolve issues in data collection and analysis processes. 7. Strong attention to detail ensuring accuracy and quality in all aspects of the data and analytics work. 8. Ability to translate end-user needs into precise requirements when designing data analytics solutions, maintaining a user-centric perspective by understanding what is crucial for the user and the vital questions they need answers to through data insights. 9. Collaborative teamwork skills to effectively engage and collaborate with cross-functional teams. 10. Outstanding customer service orientation and follow-up skills.   **Desirable**   1. Experience in NGO Programme and/or Operation Management functions, in particular the systems used to support them. 2. Experience of working with databases and database languages (e.g. SQL, Phyton, etc.) 3. Experience in working in online environments, within a globally based team. 4. Interest in global issues and desire to work within a global NGO. 5. Fluency in other SCI working languages: French, Spanish or Arabic. |

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| **Education and Qualifications** |
| **Essential**   * A degree with strong data analysis component or a degree in data science or related field.   **Qualifications**   * Certification in Data Analytics:Professional certifications in data analytics or related technologies (e.g., Certified Analytics Professional, Data Science Council of America) are desirable. * Postgraduate qualifications such as a master's or PhD will be advantageous. |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1.0 | 15/11/2024 | Alberto Pineda | Jasmine Jahromi | Mohamed Dahir |