Job description

Senior Policy Analyst – Crisis & Humanitarian

Fixed-term contract

UK (Bristol or elsewhere)
About Development Initiatives

Development Initiatives (DI) unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:
- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibility and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people’s skills, expertise and confidence in data.

And we support partners to:
- Better respond to people’s needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. We currently have staff based in Kenya, Uganda, the US and the UK.

Our core values

At DI, our core values serve as the guiding principles that shape culture, behaviour and decisions. Our core values embody the type of organisation that we are. Our quality standards and achievements require unwavering commitment to professionalism and diligence from everyone and you’ll find that our core values run through all that we do, and we expect everyone at DI to embrace these values in everything they do, including how they behave. Our core values are:

Purpose-driven
Everything we do is motivated by our shared desire to contribute to positive change in the world.

**People-centred**

We are supportive, friendly and considerate, with mutual respect for how people think, work, live and identify so that together we thrive.

**Transparent**

Openness and honesty are at the heart of how we work, driving high levels of trust as well as fair and ethical practice.
Crisis & Humanitarian Senior Policy Analyst

About the Crisis and Humanitarian programme

Our work on crisis response provides clear and impartial evidence on crisis-related financing and programming. We focus on the humanitarian system, and how humanitarian actors, programmes and financing intersect with other areas of international development to meet the immediate and longer-term needs of people experiencing crisis. We examine and engage on issues relating to humanitarian reform, including promoting locally led initiatives and quality funding, the humanitarian–development–peacebuilding nexus as well as wider crisis financing. We engage internationally with decision-makers and responders at all levels, from global leaders to local civil society. Read more about the programme.

Role content and purpose

The Senior Policy Analyst will join DI’s Crisis and Humanitarian programme, working across DI’s portfolio of projects, with a particular focus on financing to improve policy and practice for people affected by crises.

We are seeking a Senior Policy Analyst with experience and expertise in the field of humanitarian finance. The successful candidate will play a central role in designing and producing quantitative and qualitative policy research and analysis. Working closely with the Crisis & Humanitarian Co-Lead and the Senior Policy & Engagement Advisor, the postholder will provide research and analysis input on specific policy areas and contribute to delivering DI’s Crisis & Humanitarian programme strategy.

The successful candidate will play a key role in identifying, developing and delivering research projects on emerging crisis financing issues, as well as contributing analysis and narrative inputs to flagship publications such as the Global Humanitarian Assistance Report. The postholder will take the technical lead on discrete research pieces and will quality assure the data analysis of other analysts within the team. They will also contribute to DI’s engagement activities with external stakeholders (such as donor governments, the UN and international and local NGOs).

Contractual details

Start date: As soon as possible, depending on notice period
Length: Fixed-term contract for 12 months
Location: DI’s Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. We offer a hybrid working option to allow for flexibility between office and home
Salary: Career Level 3, £37,500–£42,500 per annum depending on experience
Hours: 35 hours a week, however, we are open to requests for part-time/flexible working
Probation: 12 weeks
Leave: 25 days pro rata, plus bank/public holidays

Duties and responsibilities

Technical duties

• Identify and lead/contribute to the development of policy-relevant research, analysis and outreach on emerging crisis financing issues, including the conceptualisation of projects.
• Develop analysis and manage data – including conceptualising mixed methods research methodologies, collecting and organising large and complex datasets, conducting analysis and producing coherent analysis points and accompanying narratives.
• Contribute to finding effective ways of speeding up or automating DI’s data collection and analysis processes.
• Develop the programme’s work, primarily through quantitative analysis but also by conducting some qualitative research.
• Interpret data and provide narrative content of findings and actionable insights for use in a range of publications and communication materials (including presentations, briefing, reports, factsheets and data blogs).
• Write robust content for published material (including presentations, briefing, reports, factsheets and data blogs).
• Establish, maintain and adhere to internal data organisation, processes and data-checking protocols.
• Support DI’s engagement and communications work and represent DI’s work externally.
• Follow developments in discussion, practice and published research, ensuring that DI’s research remains relevant and fulfils the needs of identified external audiences.
• Maintain relationships with key external stakeholders.
• Undertake consultancy work and/or manage others to deliver consultancy projects as required.

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 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**

**Experience**

**Essential**

- Substantial work experience in the international humanitarian or development sector.
- Experience in designing and delivering mixed methods research projects with a focus on undertaking quantitative data analysis.
- Experience of processing and analysing large and complex humanitarian datasets.

**Desirable**

- Demonstrable experience of conceptualising and delivering high-quality, policy-relevant research and analysis related to humanitarian finance.
- Experience of processing and analysing data on humanitarian financing (e.g. from the OECD DAC Creditor Reporting System, UN OCHA’s Financial Tracking Service or the International Aid Transparency Initiative).
- Experience of working in a project-based environment and delivering consultancy work for international clients.
- Experience of working in development contexts or with governments, regional bodies and international institutions.

**Knowledge**

**Essential**

- Strong understanding of quantitative research techniques.
- The ability to conduct high-quality research and analysis, including design of quantitative and qualitative research methodologies.
- Proven knowledge and experience of the humanitarian system and crisis contexts, with an understanding of the evolving crisis financing landscape and relevant actors in this field.

**Desirable**

- Knowledge of the operational structures and priorities of a range of key policy actors in the humanitarian policy space, including multilateral agencies and inter-agency groups, government donors, regional actors, recipient country governments, think tanks and non-governmental organisations.
Skills and abilities

Essential

• Research and analytical skills demonstrating the ability to work with large and complex datasets and to write clear and accessible outputs.
• The ability to articulate research concepts and write outputs in accessible language for diverse audiences.
• Advanced knowledge of Microsoft Excel to manage and analyse data.
• If not proficient in using data processing and analysis programming languages (such as R or Python), then it is an essential requirement to be willing to develop these skills.
• Strong presenter of data-based information and concepts, using variety of presentational styles and tools (such as Microsoft Powerpoint, webinars, blogs).
• Ability to work effectively (both independently and in a team), under pressure and to deliver on time without sacrificing attention to detail and accuracy.
• Good communication skills, including experience of working effectively with diverse audiences.
• 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.
• Flexible and willing to travel if needed to represent DI externally.

Desirable

• Proficiency in data processing and analysis programming languages (e.g. Stata, R, Python).
• Foreign language skills (French and Spanish in particular).

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 uploaded onto our online application portal. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

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.
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.* It’s a well-used saying, but 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, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and 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
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid professional membership fees
- Buy/sell holiday 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).
- A free gym within the office building
Development Initiatives (DI) is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people’s skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

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To find out more about our work visit:
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