



**JOB ADVERTISEMENT**

# **SENIOR MANAGER, DATA ANALYTICS AND KNOWLEDGE MANAGEMENT**

Full-time staff position based in the UK.

July 2021



## Introducing Integrity

*Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.*

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

**Vision:** Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

**Mission:** Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

**Commitment:** Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at [www.integrityglobal.com](http://www.integrityglobal.com).

## How the Senior Manager, Data Analytics and Knowledge Management fits into the Integrity Team

This is a varied technical and management role at Integrity, working on the design and delivery of projects being delivered all around the world. Initially, the position will focus on the UK Government's CSSF Global Monitoring, Evaluation & Learning Programme (CSSF GMEL), working in a key leadership role as Data Analytics and Knowledge Management Lead.

The Senior Manager role is based within our Data and Knowledge Management (DKM) Team which leads all DKM activity across the company. The Senior Manager will work flexibly across Integrity's different services and teams and be attracted to a fast-paced working environment. This role is based in London and will report to the Head of DKM. They will also work closely with other teams, particularly with Business on proposals and with Services and Operations on project delivery.

## Terms of Reference

We are seeking a professional with a background in data analytics as well as established leadership experience. Initially the emphasis of the role will be to oversee our work to design and deliver a series of data analytics and knowledge management initiatives to improve CSSF's use of data. We are looking for an individual who is curious, creative, collaborative, and can work flexibly to best meet the needs of evolving situations and environments. It is important this individual is also able to plan and monitor their own work and the work of others.

### A. Data Analytics & Knowledge Management Strand Lead (75%)

The first role for this position will be the full-time leadership of the Data Analytics and Knowledge Management Strand on GMEL. The role will have responsibility for:

- A portfolio of interventions focused on collecting, connecting and visualising a diverse range of CSSF and open-source data to produce data-driven dashboards to inform decision making.
- Client engagement, presentations and communication, particularly to senior CSSF and JFU stakeholders.
- Leading and supporting co-creation of new interventions with CSSF stakeholders at Fund and portfolio level. Engages with colleagues across interventions on questions and requirements in relation to data governance and management.
- Project line management of multi-disciplinary teams of data scientists, data analysts, sectoral and country experts, researchers, and MEL experts.
- Quality assuring the accuracy, efficiency, ethics and relevance of analytics approaches used within the practice area.
- Working with other Strand Leads on GMEL to find opportunities to integrate data analytics and knowledge management expertise into other GMEL interventions, while also ensuring lessons learned and insights are exchanged across the team.
- Ensuring the strand interventions are contributing to wider GMEL purpose and intended change areas.
- Advise on new and innovative methods in business intelligence/data analytics and data science that can be applicable to CSSF MEL initiatives.

### B. Project design, business development and learning (15%)

This role will be full-time on GMEL initially. Over time the position will play key role within the growing DKM team and an active role in the design, winning and delivery of other projects with Integrity.

Activities will involve:

- Supporting the development of new DKM capabilities and service offerings, while promoting [existing capabilities](#) through business development and market engagement activities.
- Identifying opportunities for Integrity to deliver DKM services to new clients, sectors, geographies through collaboration with the Business team, monitoring Integrity's pipeline.
- Leading and writing compelling commercial tender responses and technical client deliverable reports.

- Identifying suitable partner organisations, consultants and team members to deliver high-quality DKM projects flexibly, including data scientists, software developers, data collection experts.
- Supporting DKM strategy development efforts and participating as a permanent member of Integrity's Data and Knowledge Management Committee.

### C. Line management (10%)

You will:

- Take responsibility for the direct line management of DKM staff members, and the project line management of consultants, including setting, monitoring and meeting professional development objectives.
- Enhance DKM 'fluency' across Integrity's global team through proactive training and capacity-building initiatives.
- 2% LoE protected for continued personal and professional development time and activities equating to 5 days per annum.

## Your Experience and Expertise

We are seeking individuals who have a combination of experience leading delivery teams and engaging directly with senior stakeholders. Applicants will be motivated by the use of data analytics and data science to enable evidence-based decision making. We will consider different types of profiles for this role, all of which must have a strong grounding in data analytics and data science. The ability to engage and translate client requirements into high quality delivery, whilst managing commercial risks, is essential. You will have:

- Minimum 8 years' relevant experience, including blended leadership and technical roles.
- Excellent communication skills and confidence to engage with senior level stakeholders.
- Experience leading teams to achieve high-quality outputs and with the confidence to make and take appropriate decisions in a timely manner.
- Proven understanding of data visualisation best practice and communicating data insights for non-technical stakeholders.
- Experience using and/or overseeing technical delivery using R or Python packages and/or visualisation software such as tableau or Power BI, and data analysis/visualisation best practices.
- Experience of working in fast-paced environments with the ability to adapt to new information, constantly reprioritise.
- Strong familiarity with Office 365 administration tools and SharePoint.

It is **desirable** that you will also have:

- Experience working with UK Government ministries or funds. Any work with cross government funds such as the CSSF is particularly desirable.
- Good understanding of monitoring, evaluation and learning discourse and principles, especially within international development.

- Experience in human centred design, agile or similar collaborative project methodologies and influencing the work of both colleagues and external stakeholders.
- Experience of working on donor government programmes in two or more of the following thematic areas: conflict prevention and peacebuilding, security sector reform, governance and public sector reform, stabilisation, migration, serious and organised crime, gender equality, digital services.

### Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

### Security Clearance

- Must be a British national and/or have eligibility for UK Government security clearance. This means having lived in the UK for two of the past five years, including a period of 12 months' consecutive residency in the UK.
- Candidates with existing clearance, especially at Developed Vetting (DV) level are particularly encouraged to apply.

### Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> <li>• Ethics</li> <li>• Leadership</li> <li>• Planning and Organising</li> <li>• Development and Continual Learning</li> <li>• Results Focus and Initiative</li> <li>• Teamwork</li> <li>• Customer Orientation</li> <li>• Communication</li> <li>• Managing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and Flexible Thinking</li> <li>• Achievement Focus</li> <li>• Managing Resources</li> <li>• Teamwork and Team Leadership</li> <li>• Customer Orientation</li> <li>• Influencing</li> <li>• Organisational Knowledge</li> <li>• Organisational Alignment</li> <li>• Strategic Thinking</li> <li>• Accountability</li> <li>• Developing Talent</li> </ul>

## How to Apply

If you are interested in applying for this position, please complete the application form at <http://www.integrityglobal.com/apply-sm/> and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **30<sup>th</sup> July 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

***Candidates must have the right to work in the UK.***

*Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.*