



**JOB ADVERTISEMENT**

# **SENIOR MANAGER, DATA ANALYST**

Full-time staff position based in the UK.

**June 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 Analyst fits into the Integrity Team

*This role will be a varied technical and management role at Integrity, working on the design and delivery of projects being delivered all around the world.*

The role will be 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 will 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 the Business team on proposals and the Services Team on project delivery.

## Terms of Reference

### A. Extract, Transform, Load (ETL) (60%):

You will:

- Extract and scrape a variety of data from different sources, including social media, open source websites, datasets (excel, csv), geospatial, and text-based reports.
- Clean messy data and user-unfriendly excel spreadsheets into tidy relational datasets and identifying data quality issues with automatable/programmatic approaches wherever possible.

### B. Data analysis and visualisation (30%):

You will:

- Identify patterns and relevant trends or correlations from data using descriptive statistics.
- Produce interactive and reactive dashboard solutions that are relevant, accessible and useful to clients.
- Produce digestible and non-technical research briefs explaining the key findings from data analysis.
- Provide brief slide decks explaining the methodology behind the analysis and dashboard development.

### C. Project design, business development and learning (10%):

You will:

- Support the co-design of project approaches and methodologies with our team and potentially with clients.
- Contribute to project monitoring, reflection and learning to improve approaches throughout and at the end of the project.

## Your Experience and Expertise

We are looking for candidates that bring a combination of data analytics/statistics skills as well as a passion for using data in the public policy and programmes field. You will have:

- BA/BSc level degree or professional qualification in statistics, data analytics, computer science, maths or other relevant academic field with a data analytics component. Candidates with data science bootcamp or online qualifications (e.g., MOOCs) will also be considered provided they can demonstrate a strong portfolio of work and have a bachelors degree.
- Demonstrated examples of data visualisation work produced, such as an academic capstone project, relevant work experience or GitHub account.
- Understanding of data visualisation best practice principles, and ability to produce a wide variety of different visualisations (times series plots, maps, network graphs, sankey diagrams).
- As we are looking to use a range of proprietary and open source software, we are looking for proven competency in at least one of the following to clean, analyse and visualise data:

Microsoft power BI (preferred) or Tableau

R data science libraries and packages (tidyverse packages such as dplyr and ggplot2)

Python (pandas, seaborn, numpy, plotnine, statsmodels)

- Experience of working collaboratively within a team and to support others relating to project-tasks.
- Experience of working in fast-paced and high-pressure environments with the ability to adapt to new information and reprioritise.

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

- 5+ years' work experience in a data-focused and project-based role.
- Experience of working with public-sector clients.
- Experience developing predictive models using regression models and machine learning.
- Experience using version control software such as Git (e.g., GitHub, Gitlab, Bitbucket).
- Experience accessing open-source APIs.

### Languages:

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

### Security Clearance

- While not necessary for all projects, some of our work requires staff members to hold UK security clearance. Therefore, applications from those with existing clearance or the ability to apply for it (British nationals or those who meet the eligibility criteria) are particularly welcomed.<sup>1</sup>

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<sup>1</sup> To meet national security vetting requirements you will normally need to have been resident in the UK for at least 3 years for CTC, 5 years for SC and 10 years for DV prior to the date of application.

## Competencies

Competency	Definition
<b>Curious</b>	<p>The impulse to seek new information and experiences and explore novel possibilities.</p> <ul style="list-style-type: none"> <li>▪ Demonstrates genuine inquisitiveness</li> <li>▪ Has a bias toward asking and learning</li> <li>▪ Demonstrates an interest in others and what they might have to share</li> </ul>
<b>Adaptable and flexible</b>	<p>The ability to adjust or change to best meet the needs of the situation or environment.</p> <ul style="list-style-type: none"> <li>▪ Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges</li> </ul>
<b>Creative</b>	<p>The impulse to understand problems and discover new opportunities and solutions for problems by looking beyond current practices and using innovative thinking.</p> <ul style="list-style-type: none"> <li>▪ Knows when a new approach is required</li> <li>▪ Introduces new ways of working</li> <li>▪ Draws on the expertise of a team with a diverse range of experience and skillset</li> </ul>
<b>Collaborative</b>	<p>The ability to work co-operatively with a range of stakeholders, to be part of a team, to work together as opposed to working separately or competitively.</p> <ul style="list-style-type: none"> <li>▪ Acts to promote a friendly climate, good morale and co-operation</li> <li>▪ Works to address and resolve conflicts within the team</li> <li>▪ Creates and supports opportunities for cross functional team working</li> <li>▪ Relationship building</li> </ul>
<b>Organised</b>	<p>The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results.</p> <ul style="list-style-type: none"> <li>▪ Coordinates ideas and resources to achieve goals.</li> <li>▪ Identifies the sequence of tasks and the resources needed to achieve a goal, and prioritises key action steps. Anticipates the impacts and risks of decisions and actions</li> <li>▪ Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change</li> </ul>

## 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 **18<sup>th</sup> August 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.*