



JOB ADVERTISEMENT

DATA MANAGEMENT AND ANALYSIS EXPERT

Full time conditional staff position based in the UK.

Jan 2024



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: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practises.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Scope of Work

The **Data Management and Analysis Expert (DMA/E)** will incorporate innovative solutions that improve the quality and efficiency of data management and analysis by contributing to Analysis Plans, developing data pipelines and PowerBI dashboards, reviewing Change Logs and their associated source data. S/he will also maintain data management systems, advise on data management and analysis best practice, and design workstream activities and an integrated evidence repository to support quality control and assurance processes.

The DMA/E will initially work across UK Foreign, Commonwealth, and Development Office (FCDO) monitoring and evaluation projects deploying thematic and contextual experts to inform, assure and improve cohesive policy. The DMA/E will lead on data management and analysis of remote monitoring data and support the following core objectives:

- a. **Assurance & Capacity Building:** Improving confidence in results and the quality of delivery, including supporting partners to improve practice/s through bespoke technical assistance.
- b. **Learning & Innovation:** Enabling greater portfolio experimentation by providing closer to real-time insight into progress on the ground, supporting faster course-correction and lesson learning.
- c. **Strategy & Analysis:** Providing needs-based analysis to inform portfolio and programme decision-making, and to monitor strategic priorities.

Terms of Reference

The DMA/E will deliver expert competencies to Integrity's projects. Tasks may include:

Data processing

- Provide Extract, Transform, Load inputs to support data analysis activities, and develop scripts to help with automated data cleaning of quantitative and qualitative datasets.
- Support the monitoring team to produce finalised cleaned quantitative data for analysis in Excel and PowerBI. This will include packaging finalised monitoring data in line with standard guidelines and client specifications.

Analysis and support to reporting

- Support quantitative data analysis through Excel and PowerBI in coordination with the deliverable in consultation with the monitoring team.
- Provide inputs during the drafting and finalising of monitoring reports and other deliverables.
- In coordination with the monitoring team, seek, review, challenge and incorporate relevant feedback or quality assurance on dashboard products.
- Participate in presentations of findings to external stakeholders, as needed.

Dashboard planning and design

- Design PowerBI Dashboard products to meet requirements laid out in analysis plans. This will include the preparation of several options for visualisation emphasising the user experience, and maintaining a consistent aesthetic style with project products.
- Help coordinate and implement the feedback during the design and creation of Dashboards from relevant internal and external stakeholders.
- Lead on the development, revision, and finalisation of Dashboards to ensure timely delivery based on the deadlines set out in the workplan, including their upload and dissemination.

- Support the quality assurance and quality control of Dashboards during development and finalisation. This will include the use of automated data QA scripts, consistent visual and data formatting, ensuring the efficient function of the data model, as well as overall data accuracy and user-friendly design.
- Lead or contribute to PowerBI dashboard familiarisation sessions with client and consortium partners.

Capacity development

- Advise on good practice approaches to and considerations for data management, analysis, automation, and data visualisation.
- Deliver training sessions to build the capacity of the monitoring team on the use of PowerBI/DAX/Power Query/Data Management skills. This will include the development of supporting training materials.
- Contribute to the improvement of project data management systems, including accompanying documentation.
- 5 working days /year dedicated to professional development activities (e.g., receiving and delivering training, attending relevant events, achieving relevant qualifications and certifications).

Your Experience and Expertise

- At least four years of proven track record working in a data management, analysis or business intelligence role, ideally with supporting academic/professional training and/or certifications.
- Expert proficiency in statistics and analysis, and in tools such as Microsoft Excel, Power Query and PowerBI, with at least two years of experience focused on using PowerBI for data analysis.
- Strong planning and organisation, attention to detail and follow through as part of multi-stakeholder teams.
- Experience working in Python and/or R Project, DAX, SQL (MS SSOL Server) desirable.
- Experience in monitoring, evaluation, and learning desirable, including in the development sector desirable.
- Experience developing PowerBI dashboards for web apps.
- Experience working with data collection software desirable.

Core Competencies

You should also demonstrate the following core competencies:

Level 1: Team competencies	Level 2-4: Management competencies
Ethics	Analytical and Flexible Thinking
Leadership	Achievement Focus
Planning and Organizing	Managing Resources
Development and Continual Learning	Teamwork and Team Leadership
Results Focus and Initiative	Customer Orientation
Teamwork	Influencing
Customer Orientation	Organisational Knowledge
Communication	Organisational Alignment
Managing Change	Strategic Thinking
	Accountability
	Developing Talent

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

Languages

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

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

We will review candidates on a rolling basis and the vacancy may be filled. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.