



IATI Business & Data Analyst Team Manager

Bristol, or remote in the UK

About the role

This role will support organisations wanting to publish data to the International Aid Transparency Initiative (IATI), helping them through each step of the publishing process. It will also require working with a range of organisations that already publish to IATI to improve their data's quality and usefulness using tools such as the IATI Validator. This will involve developing guidance and training materials, participating in the ongoing maintenance of the IATI Standard, and supporting the management and use of IATI technical products.

The IATI community includes multiple, international stakeholder groups, and the role works collaboratively with a variety of institutions and individuals across the IATI network, establishing and maintaining good relationships within the community. The IATI Business & Data Analyst Team Manager is responsible for managing other Business Analysts in the team and participates in IATI governance processes, such as the Secretariat.

About Development Initiatives, technical lead on IATI

DI was instrumental in establishing the [International Aid Transparency Initiative \(IATI\)](#), which was launched in 2008 at the third High Level Forum on Aid Effectiveness in Accra. IATI is a global initiative to improve the transparency of development and humanitarian resources and their results to address poverty and crises. IATI encourages organisations to publish data on their spending according to the IATI Standard, a set of rules and guidance for publishing useful development and humanitarian data. Once published, IATI data is open for anyone to access online or ingest into their internal systems.

Development Initiatives provides technical leadership for IATI and is a member of a consortium of three organisations which currently form the IATI Secretariat. UNDP provides overall coordination and is responsible for outreach, communications, engagement, data use and partner country support; and UNOPS provides financial management, administrative and logistical services. The three organisations work together to support the IATI governing board and community towards achieving the objectives of the IATI Strategic Plan 2020–2025, which sets out a clear strategic direction for IATI's next five years.

[Learn more about DI.](#)

Contractual details

| | |
|---------------|--|
| Start date: | From January 2022 |
| Length: | Fixed term contract through 31 December 2022, with possibility of extension/permanent |
| Location: | DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK with blended working; remote working in the UK is also available. |
| Career level: | 3 |
| Salary: | £35,000–38,000 per annum, depending on experience |
| Hours: | 35 hours a week |
| Probation: | 3 months |
| Leave: | 25 days pro rata, plus all bank/public holidays |

Accountabilities

Technical / Professional

- Lead, oversee and manage support for publishers, including via the IATI Helpdesk
- Provide analysis and support to stakeholders to help them publish data to the IATI Standard
- Lead efforts to improve IATI data quality
- Serve on the IATI Secretariat and collaborate with Secretariat members for efficient delivery of IATI's strategic plan
- Collaborate with the IATI Developer Team to ensure our tools and systems meet publisher and user needs, coordinating the team's product-owner responsibilities
- Work with external vendors in managing/supporting IATI technical tools and products that are part of the IATI core infrastructure
- Contribute to data use work and work with the Data Use Lead on data quality and technical tools to ensure alignment with the needs of data users

Administrative responsibilities

- Manage Business & Data Analysts, and lead on the overall direction of their work
- Identify and implement, wherever possible, efficiencies and other improvements in day-to-day working practises
- Provide vital administration and logistical support to ongoing project work
- Contribute to joint Secretariat processes, such as work planning and monitoring

Personal 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 1:1 meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to taking on new work as and when required, and be proactive

Person specification

Experience

Essential

- At least three years' practical experience working in a technical support role. This could include business and data analysis, data management and/or product support
- Experience of working on a public-facing support desk
- Experience managing a small team

Desirable

- Experience working in an international organisation on issues of development, transparency or open data
- An understanding of and experience using XML
- Understanding and awareness of the open data movement
- Keen interest in and experience working with code or programming languages

Skills and abilities

- Ability to explain complex technical issues clearly to a wide audience
- Good communication skills, including experience of working effectively with diverse audiences, both verbally and in writing

Education

- Educated to degree level, preferably in international development, economics, data science or a related discipline

Knowledge

Essential

- Keen interest in working in international development, specifically around open data
- Excellent knowledge of Microsoft Word, Excel and Outlook

Desirable

- Understanding of government organisational structures and systems
- Understanding of international development organisations and systems
- Understanding of how data standards are developed and used

Personal attributes

- Enthusiastic and willing to learn and develop – both individually and as part of a team
- Able to work under pressure yet deliver on time with attention to detail and accuracy
- Able to work independently with minimal support and in a team environment
- Good written and spoken English. Additional language skills would be an advantage

Application details

Your CV (ideally no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, 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.

This role was first advertised on 21 December 2021.

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 Development Initiatives, 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.

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- A free gym within the office building
- 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)