|  |  |  |
| --- | --- | --- |
| **TITLE:**   Senior Humanitarian Advisor - Health Informatics | | |
| **TEAM/PROGRAMME:** One Humanitarian Team | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: Grade C, Mid Senior Level | **CONTRACT LENGTH:** 1 year fixed term (extension subject to funding availability) | |
| **CHILD SAFEGUARDING:**  Level 3:This post will be working in Regulated Activity providing unsupervised or regular or close contact with children. A Disclosure and Barring Service (DBS) enhanced check combining a barred list check, or equivalent overseas police check will be obtained for employees at this level. | | |
| **ROLE PURPOSE:**  Enable data-driven decision-making across Save the Children public health programming and advocacy through the development, management, maintenance, and deployment of IMPACT, Save the Children’s DHIS2 health information system. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Head of Humanitarian Health  **Staff reporting to this post:**  **Direct:** Epidemiologist and Project Officer for Health Informatics & Research  **Indirect:** None  **Budget Responsibilities:** Oversee budget management for contracted support that is included in the agreement with the contractor for DHIS2  **Role Dimensions**: The postholder will lead the governance, management, and growth of Save the Children’s DHIS2 platform, IMPACT. This will include building and developing relationships with Country Offices, SC Members and technical teams to ensure Save the Children teams are using IMPACT effectively and our data is of a high quality for multiple purposes, programmatic decision making, influencing advocacy etc.  Maintain oversight of the DHIS2 contractor for updates and adaptation requirements. Work collaboratively with MEAL, and SCI data teams to align movement wide efforts in improved use of data for decision making. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  Manage and oversee the governance, functioning and strategic development of Save the Children’s DHIS2 platform and drive the quality and uptake across Save the Children.   * + Review, develop, and oversee implementation of DHIS2 governance procedures and policies   + Support strategic implementation of DHIS2 in collaboration with the humanitarian public health advisors and the epidemiologist in the health informatics team, with a focus on child public health data   + Oversee maintenance, development, and improvement of existing country programme datasets   + Oversee first and second line support for DHIS2 and ensure relevant second-line and third-line support is coordinated with the hosting and support contractor   + Ensure rigorous and ongoing quality control and data governance   + Ensure compliance with country-level data protection legislation and the GDPR   + Manage system architecture and system upgrades with the DHIS2 hosting and support contractor   + Collaborate with Country Offices and technical teams to develop streamlined data sets to meet internal, Ministry of Health, and donor reporting requirements   + Oversee the development of a knowledge management system for DHIS2 including the development of standard operating procedures, training guidance, creation and maintenance of a bank of configuration files, and the use of a shared digital workspace (i.e. SharePoint)   + Work with the humanitarian public health advisors and the epidemiologist to refine and strategically expand implementation of DHIS2 across the movement with a focus on child public health data, over time.Support humanitarian public health leadership to identify and address capability gaps in health informatics and advocate for further investment and health information strategy for the movement   + Support training of relevant staff on data entry and visualisations   + Develop system functionality (e.g., GIS) in consultation with the epidemiologist and Country Office teams | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **KEY COMPETENCIES**  **Generic Competencies:**   * + Applying technical and professional expertise: Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation   + Problem solving and decision making: Takes appropriate, effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation   + Developing self and others: Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation’s capability for the future   + Innovating and adapting: Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments   **Technical Competencies:**   * + DHIS2 maintenance, management, and expansion   + Data system governance   + Experience of and ability to understand inter-relationships between different IT systems and requirements for interoperability   + Excellent computer literacy, including advanced Microsoft Office with advanced Excel skills   + Strong analytical and problem-solving skills | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Qualification or equivalent experience in health information systems or the management of health information systems * Qualification or equivalent experience working in public health programmes and/or in information management in low and middle-income settings * Experience in DHIS2 database design and maintenance * Demonstrable familiarity with data protection regulations (including GDPR) and their application to digital information systems * Outstanding attention to detail * General understanding of humanitarian settings and associated health, nutrition and/or WASH activities * Problem solving and action orientation, creative, innovative * Strong communication and interpersonal skills * Demonstrable team management experience * Demonstrable experience of working effectively at all levels including influencing senior stakeholders and peers as well as with all levels of end users * Fluency in written and spoken English   **Desirable:**   * Formal qualification in DHIS2 * Formal training in or experience of data protection regulations (including GDPR) and their application to digital information systems * A post-graduate degree, or equivalent experience, in public health * Formal training in, or equivalent experience of, SharePoint * Fluency in written and spoken French, Arabic, or Spanish | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Ayesha Kadir | | **Date:** 21.12.22 |
| **JD agreed by:** Rachael Cummings | | **Date: 12.01.23** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |