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| **TITLE: Technical Expertise Officer** |
| **TEAM/PROGRAMME:** Global Programme Development and Quality Unit (within the Save the Children International Programme Quality and Impact department) | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide.** |
| **GRADE**: D1 – Junior level | **CONTRACT LENGTH:** 1 year |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **WHO WE ARE:**Save the Children is the world’s first, and largest, independent children’s rights organisation. Our founder, Eglantyne Jebb, wrote the first draft for the UN Declaration of the Rights of the Child in 1923, and we’ve worked to uphold it ever since. Generations later, her pioneering work is being influenced by children themselves. Today, we are still going strong, working in over 100 countries worldwide to build a world where every child can thrive, grow up healthy, educated, and safe, and look forward to a future full of promise. Our ambition for 2030 is to create a world in which all children:* [Survive](https://www.savethechildren.net/what-we-do/survival): No child dies from preventable causes before their fifth birthday
* [Learn](https://www.savethechildren.net/what-we-do/learning): All children learn from a quality basic education
* [Are Protected](https://www.savethechildren.net/what-we-do/protection): Violence against children is no longer tolerated.

 In the last 12 months, the climate crisis has worsened, the conflict in Ukraine has displaced millions of people and children, and the ripple effects and aftermath of the pandemic have resulted in a cost of living crisis and worsening global hunger crisis at an unprecedented scale. Globally, 426 million children live in conflict zones in constant fear, their childhoods stolen. We are witnessing the worst child rights crisis in decades. The needs are greater than ever before and so is the urgency for us to scale our impact.**ROLE PURPOSE:** Save the Children’s 2022-24 Global Strategy is about disrupting the negative trend and challenging the status quo to accelerate and amplify impact with children. We must think and act differently, together with children and partners, to protect their rights now and for future generations. Strengthening the technical expertise in our implementing offices is a key enabler to collaborate with and shift power to children, communities and local partners.As a result, Save the Children has recently completed a 5-year transformation programme to strengthen the technical expertise capacity and capability in Save the Children International’s 51 implementing offices, leading to a ~40% increase in the number of senior technical experts working closer to children. This was enabled by an investment of approximately $10m every year since 2019, as well as improved attraction, retention, professional development and financial management of high calibre technical experts in each office.The two Technical Expertise Officer roles will be key in enabling the sustainability of these improvements by ensuring appropriate reporting, data analysis, knowledge management and support to regions who are accountable for ensuring implementing offices are supported to deliver technical quality. Where performance issues with technical capability or capacity in an implementing office arise, the role holder(s) will support with diagnosis and course correction under the leadership and direction of the relevant Regional Programme Development and Quality Director. |
| **Reports to**: Technical Expertise Global Manager**Staff reporting to this post:** none **Budget Responsibilities**: none |
| **KEY AREAS OF ACCOUNTABILITIES:*****Reporting, monitoring and data management**** Analyse data from Save the Children International’s HR, finance and awards management systems to assess and report on performance of implementing offices on their technical capacity
* Create reports and update dashboards to share key performance and management indicators
* Review, consolidate and analyse progress reports from regions and implementing offices
* Support global organisational reporting and monitoring requirements (e.g. global strategy reporting)
* Work with HR teams to ensure data accuracy and quality in HR systems, including escalating any data issues
* Conduct periodic data analysis to identify global trends in barriers and opportunities
* Act as the subject matter expert on technical expertise related data and financial analysis

***Guidance, tools and knowledge management*** * Ensure all guidance and tools supporting the stability and sustainability of high calibre technical expertise are available to all offices
* Ensure all onboarding and capacity building material for relevant regional and implementing office staff reflect their responsibilities in ensuring technical quality
* Conduct periodic updates to resources related to global technical standards, ensuring appropriate consultation
* Work with HR teams to maintain and continuously improve global guidance and tools related to attraction and retention of technical expertise
* Work with global technical teams to ensure recruitment tools reflect expected technical standards
* Work with finance teams to maintain and continuously improve global guidance and tools related to sustainable financing of technical expertise
* Ensure continuous improvement of related guidance and tools based on knowledge gained from supporting implementing offices

***Supporting regions with implementing office performance**** Conduct deep dives with implementing offices to determine root causes behind poor performance
* Support the development of tailored remediation plans with the implementing offices and regional offices and follow up accordingly
* Actively support remediation plan where possible – e.g. coaching, workshops, strategy development
* Mobilise the appropriate global and regional functional experts to support the remediation plan as required
* Report emerging trends on barriers and opportunities to inform global improvement initiatives

***Communications and engagement**** Facilitate and coordinate engagement with centre and regional counterparts as necessary
* Support the preparation of communication and engagement materials
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| **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.
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| **QUALIFICATIONS AND EXPERIENCE****Essential*** Demonstrated experience supporting continuous improvement initiatives
* Excellent data management and analysis skills
* Strong communication skills (written and oral English), including the ability to communicate with stakeholders across different seniority levels.
* Ability to analyse and present data in a clear and compelling way and tailoring content to different audiences
* Highly organised, with good attention to detail and developed ability to prioritise multiple tasks to meet tight deadlines and organise work
* Ability to adopt a pro-active approach to problem-solving working closely with both the senior colleagues as required and offering solutions as appropriate.
* Excellent interpersonal skills, with the ability to work and communicate across cultures, as part of a geographically dispersed team and across organizations and stakeholders.
* A strong work ethic and able to take the initiative and ownership to deliver value to the business.
* Competent in Microsoft Word, Excel and PowerPoint.
* True passion for results, responsibility and proactivity
* Understands and believes in Save the Children’s mission and vision; commits to its objectives and willing to adopt Save the Children’s methodology and framework.

**Desirable*** Familiarity with Save the Children
* Fluency in additional SCI language (French, Arabic or Spanish)
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| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **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:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |