|  |
| --- |
| **TITLE:** Senior Indicators Specialist |
| **TEAM/PROGRAMME:** Data & Analytics | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: CTR C; Mid-Senior Level | **CONTRACT LENGTH:** Permanent |
| **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). |
| **ROLE PURPOSE:** Save the Children’s programs gather evidence of our results in multiple systems and processes, using many different indicators. Across our program portfolio today we are not able to effectively analyze our results above the program level. We have prioritized building more consistency in how we measure and capture results of our programs. We are in progress of implementing new global tools to standardize how we capture and store data, including digital data collection (Kobo and CommCare) and managing program logframes data (PRIME). We will complement these new tools with improved business processes that allow us to measure results in a more consistent way when possible, so the data is usable to make decisions at scale. We have developed a list of prioritised global indicators. The role of the Indicators Specialist will be to manage the governance of this list, advocate for changes where required, and advise on its use. The role is essential to ensuring the Global Indicators are suitable for use across Save the Children, and will lead engagement with stakeholders (Technical Leadership Groups, Technical Working Groups, and Research & Evidence Advisors) to evolve and improve the Global Indicators list. In addition, the role will drive and oversee specific improvements to the Global Indicators, including advocating for changes based on quality criteria and country office user feedback. The role will also manage execution of changes, including managing translations, uploads to SCI IT systems, completion of relevant governance processes, and (where required) overseeing the work of external consultants to develop content for the Global Indicators list. Last, the role is essential to driving uptake of Global Indicators, and will lead the analysis and communication of use data for Global Indicators with senior leaders, including identifying and advocating for potential changes to the Global Indicators where required based on actual usage. |
| **SCOPE OF ROLE:** **Reports to:** Project Lead, Global Indicators**Staff reporting to this post:** No direct reports, although this role will manage external consultants as needed to create content for the Global Indicators**Role Dimensions**: The role is expected to manage the Global Indicators governance process, including broad stakeholder engagement at all levels. In addition, the role will assess and advocate for potential changes to Global Indicators, and requires subjective judgment to assess potential changes.  |
| **KEY AREAS OF ACCOUNTABILITY:** * Manage the Global Indicators Governance Process, including facilitating engagement with internal stakeholders (Research & Evidence Advisors, Technical Leadership Groups, and Technical Working Groups)
* Oversee the work of external consultants to develop guidance and materials related to the Global Indicators, when required
* Own and maintain the Global Indicators Quality Assurance guidance document
* Assess proposed Global Indicators against the quality assurance criteria, applying technical and statistical requirements to ensure the Indicators are usable for analytics purposes
* Manage direct feedback from Country Office staff on Global Indicator usage, including assessing implications of feedback and recommended actions to take with the Global Indicators
* Advocate for changes with technical stakeholders when indicators do not meet the quality criteria, or based on feedback from country office staff
* Manage the implementation of updates to Global Indicators, including managing translations and uploading updates to SCI systems
* Manage indicator uptake analysis and communication to drive leadership awareness of indicator usage and potential challenges
* Analyze data on use of specific global indicators and other common indicators, and advocate for changes to the global indicators based on actual CO usage
* Engage with Country Office and Member Office stakeholders at all levels (including senior leaders) on the use of global indicators
* Provide support and guidance to colleagues and stakeholders on the appropriate usage and interpretation of the Global Indicators
 |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**):**Leading*** Creates and engages others in a shared vision and strategy that will deliver more for children
* Communicates our vision, values and strategy effectively and encourages others to share them
* Aligns ideas and solutions to strategic imperatives to support delivery of our long-term strategic objectives

**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds other stakeholders accountable to deliver on their responsibilities, escalating issues as required to the line manager/development lead

**Ambition:*** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development.
* 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 team, colleagues, Members and external partners and supporters. Approachable, good listener, easy to talk to.
* 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 disciplines risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS:** * Degree in relevant field or equivalent field experience
 |
| **EXPERIENCE AND SKILLS*** Ability to engage stakeholders at all levels and advocate for changes
* Ability to lead dialogue and discussion in working sessions and drive groups of people to agreement
* Demonstrable success in effective engagement with diverse teams, including leading engagement on complex/ambiguous topics and ability to track decision-making by technical experts
* Strong attention to detail
* Experience working with and executing quantitative analysis, with a strong understanding of issues including data quality
* Ideally, experience working in Monitoring & Evaluation for Save the Children or another INGO
* Strong results orientation, with the ability to challenge existing mind-sets
* Cultural awareness, with highly developed interpersonal and communication skills in English
* Able to build personal networks at field and levels.
* Flexible working style, Self- motivated and ability to work autonomously
* Strong remote-working abilities and self-motivated
* Commitment to the mission, vision and values of Save the Children
 |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety 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 |
| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.  |
| **JD written by:** Roy Hanna | **Date:** 30 Oct 2023 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |