|  |  |  |
| --- | --- | --- |
| **TITLE:**   Humanitarian Advisor - Health Informatics | | |
| **TEAM/PROGRAMME:** Humanitarian Health | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: C/3  Mid – Senior level | **CONTRACT LENGTH:** 12 months, with potential for extension | |
| **CHILD SAFEGUARDING:**  Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. | | |
| **ROLE PURPOSE:**  The Humanitarian Advisor - Health Informatics is a key member of Save the Children’s Humanitarian Public Health team (HPHT) and is responsible for leading on the technical and operational needs of health informatics priorities and platforms to ensure that Save the Children’s health information system, IMPACT (DHIS2), and other systems and processes are well-functioning. The role will provide timely guidance and technical support to IMPACT users and technical teams in relation to their heath informatics needs and use of existing data to support decision-making across the movement  This position reports to the Senior M&E Advisor, Humanitarian Public Health and will serve as a member of the HPHT, the Humanitarian Health sub-team and as a member of Save the Children’s broader One Humanitarian Team and will work closely with Global Humanitarian Technical Advisors, the Global Monitoring, Evidence and Learning team, Digital Analytics teams and Country Office Technical Advisors to ensure timely support and guidance. | | |
| **SCOPE OF ROLE:**  **Reports to:** Senior Humanitarian Advisor, Epidemiology & Public Health  **Staff reporting to this post:** 1 – part time Health Informatics Officer  **Direct:** Humanitarian Officer – Health Informatics and Research  **Indirect:** None  **Budget Responsibilities:** None  Travel : Up to 30%  **Role Dimensions**: Lead the technical and administrative needs of IMPACT, coordination of technical support, maintenance of data systems, training, troubleshooting, and data quality checks. Support the process and implementation of IMPACT future state. The post holder will work closely with public health teams at the country office and global levels and global data and analytics teams and departments. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  Lead the support and coordination for the maintenance of IMPACT, Save the Children’s DHIS2 platform. Providing DHIS2 technical support to technical advisors and regional and country teams to ensure high-quality use and analysis of IMPACT data to inform programmatic decision, advocacy initiatives, global communications and other uses as relevant. Where relevant, provide coordination and technical support for other databases, including Save the Children’s digital standardised programming guidelines for Health, Nutrition, and WASH (COMPASS).  **DHIS2 – Technical Leadership and Support**   * Support the governance and maintenance of IMPACT (DHIS2) * Provide first-line technical and troubleshooting support for users and coordinate second line technical support as relevant, ensuing compliance with Save the Children and best in practice sector standards for data quality and use. * Training of new users in DHIS2 and support deployment of IMPACT to new sites * Develop and facilitate periodic engagement and training workshops to strengthen user capacity on DHIS2 across Global, Regional and Country office colleagues * Conduct regular data quality checks and database cleaning, including purging redundant user and test accounts, data elements, and dashboards * Provide quality first line technical support for users, and escalate identified bugs * Ensure data are appropriately represented and are available in visual form to decision makers * Collate data collection and reporting needs from country/field offices * Collate, edit and produce, and help design and implement dissemination strategies for various types of information (newsletters, training brochure, technical updates, reports, and publications) to internal and external audiences. * Act as a point of contact and to provide a timely response to external and internal requests for information about IMPACT, COMPASS, and various research activities * Act as HPHT Lead (work closely with the Humanitarian Public Health leadership team) for upcoming cross-department digital platform review and lead the development and implementation of recommendations for IMPACT’s Future State   **Information and Knowledge Management**   * Manage the health informatics SharePoint environment and ensure best practices in collaborative working within the team. * Lead on the development and maintain the IMPACT and COMPASS webpage, learning and media resources. * Support the ongoing updates and dissemination of Save the Children’s digital standardised programming guidelines for Health, Nutrition, and WASH (COMPASS). * Identify and define requirements for standardized information flow including standardized tools such as Activity Trackers and Beneficiary Databases, and MEAL workflows * Act as spokesperson for the health informatics systems and various research projects in collaboration with the IMPACT team | | |
| **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**   1. **Delivering Results**   Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team/ organisation.  **Level required: Leading Edge**   1. **Problem Solving and Decision-Making**   Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.  **Level required: Accomplished**   1. **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.  **Level required: Leading Edge**   1. **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  **Level Required: Accomplished**   1. **Working Effectively with Others**   Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.  **Level required: Accomplished** | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Minimum of a Bachelor Degree or equivalent experience, plus at least 7 years of relevant experience * Qualification or equivalent experience in public health or health information systems * Proficiency in use and maintenance of DHIS2 * Excellent computer literacy, including advanced Microsoft Office with advanced Excel skills * Experience developing and conducting training programs for field staff including curriculum design, presentation and teaching skills, and training-of-trainers methods. * Experience conducting quantitative and qualitative data analysis and interpreting results, and experience using statistical software. * Ability to work under tight deadlines, manage multiple tasks simultaneously, and work effectively both independently and as part of multicultural teams. * Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally * Demonstrated commitment to fostering and maintaining and environment of diversity, inclusion, and belonging. * Excellent computer literacy, including advanced Microsoft Office with advanced Excel skills * Ability to solve problems, work under own initiative and see tasks through to completion * Proven organisational and time management skills with the ability to work under pressure and meet deadlines while maintaining attention to detail * Experience organising and delivering training to colleagues in person and remotely * Fluency in written and spoken English * Understanding of and commitment to humanitarian work * Ability to travel up to 30%, including to ongoing humanitarian settings   **Desirable:**   * Formal qualification in DHIS2 * Formal training in or experience of data protection regulations (including GDPR) and their application to digital information systems * Experience working in or supporting humanitarian health crisis * Experience using web content management systems and or with HTML5 * 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. | | |
| **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:** Laura Cardinal | | **Date:** February 23, 2024 |
| **JD agreed by: Jesse Hartness** | | **Date: February 23, 2024** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |