JOB DESCRIPTION

Lead Analyst

JOB OVERVIEW

The post holder will join our expanding team of driven and highly competent analysts engaged in international development finance and policy. Playing an important role in our work with governments, multilateral organisations and NGOs, they will be an experienced analyst and advisor with advanced quantitative skills grounded in the principles of economics, together excellent drafting, editing and presentation skills and with substantial leadership, management and high-level engagement experience.

It is essential that the post-holder has a proven track record of engaging with development and related agencies at a senior level with both authority and diplomacy and be confident working across a range of sectors such as development and humanitarian finance, productive and social development, domestic mobilisation, trade and poverty. Managing a dedicated team of analysts the post holder will have dynamic leadership skills, ensuring consistently high quality and accurate work, for which Development Initiatives is known, is upheld, while maintaining a healthy positive morale within the analysis team. Responsible for delivering multiple concurrent projects, often under tight deadlines, the post holder will manage ambitious workloads and respond quickly to external demands, as well as engage directly in analytical work.

Reporting to the Director of Research, Analysis and Evidence, the post holder will contribute to a range of our programmes, all of which have a focus on development finance and poverty elimination including:

- Leading analysis on the Global Poverty Investment Report (GPIR) that DI is developing with support from the Bill and Melinda Gates Foundation that seeks to identify the appropriate balance of resources needed to eradicate poverty and the comparative advantage of aid within a wider resource context. Our ambition is that the GPI process will make an important contribution to thinking about how the world finances poverty elimination beyond 2015.
- Managing core analytical support for DI’s ongoing programmes including the Global Humanitarian Assistance programme with a focus on vulnerability, poverty and humanitarian aid, and the aidinfo programme, pioneering analysis of new data streams emerging from the International Aid Transparency Initiative.
- Leading analysis and production of Clients’ flagship publications and associated reports tracking the performance of donors, partner countries and the outcomes of their investments.

The post-holder be responsible for ensuring quality control across all of DI’s internal and external quantitative work, implementing and maintaining a new data management system, and identifying new innovative approaches to investigative analysis by drawing on linkages between different areas of our work.

PERSON SPECIFICATION

Education/Training

- A good academic record, ideally including a degree and post-graduate qualification in economics, statistics development studies or other relevant discipline
At least 8 years practical and relevant experience within policy analysis and development in a governmental or non-governmental institution with a deep understanding of international development and financing

- Familiarity with institutions, mechanisms and a wide range of actors across the development sector
- Understanding of European and international policy processes

Knowledge/Technical Skills

- Highly numerate with strong technical skills in quantitative analysis
- Deep knowledge of the major debates on development finance
- Strong sense and understanding of the political climate and an awareness of the challenges and opportunities that it can create
- Advanced knowledge of Microsoft Excel is absolutely essential
- Extensive database and statistical analysis experience
- Ability to explain complex statistical issues to diverse audiences of varying expertise, including intelligent use of graphics and visualisations
- Proven experience of report writing – translating analysis into literate, concise and logical documentation
- Excellent written and spoken English essential, with ability to work in a second language desirable
- Organisational, financial planning and management skills

Personal Skills

- Motivational people manager who truly believes in building teams of high performing individuals and knows what it takes to do this in a rounded and people-centred way
- Investigative ability – passionate and persistent in seeking out new data sources across a wide range of sectors and disciplines and creative in their application
- Tenacious - some data sources may be reluctant or resistant to providing data and so you must be tenacious yet highly personable and confident to directly engage with external stakeholders
- A love of all things quantitative driven by a can-do approach to problem-solving
- Creative with ability to both question the validity of information and identify solutions
- Proven ability to interact confidently and to communicate effectively with various audiences, including the media both face to face and in writing
- Ability to work under pressure and deal with multiple assignments
- Willingness and ability to travel is essential

The analysis we produce is used by senior policymakers and opinion formers and advisers working at high levels of government. Accuracy and the need to work under pressure to meet deadlines means that this is a demanding post, but one that brings with it the satisfaction of knowing that our work is making a vital contribution to the goal of poverty elimination and reduced vulnerability.

**DUTIES/RESPONSIBILITIES**

**Technical**

- Lead independent research and analysis and writing papers/reports
• Commission and oversee production of research reports by staff and freelance consultants and produce concise, literate and logical reports and presentations for internal and external audiences
• Apply well-honed quantitative analytical skills and economic understanding to a broad range of projects and programmes focusing on development finance and the elimination of poverty, delivering for both DI’s core programmes (GPIR, aidinfo, GHA) as well as for external clients through consultancy projects
• Source and analyse new data across a range of sectors and disciplines such as development and humanitarian assistance, domestic mobilisation, private investment, debt, trade and poverty
• Combine quantitative analysis with in-depth qualitative research into development policy, vulnerability and poverty reduction
• Implement a new organisation-wide data management system (working with others, such as the Programme Leader for aidinfo)
• Contribute to the overall work and goals of Development Initiatives by sharing in a wide range of tasks as part of the wider team and to represent DI and its’ programmes at a range of external meetings

People Management/Communications

• Develop a high performing culture within the team
• Provide support to staff to enable delivery on work plans
• Set performance objectives
• Conduct 1:1 meetings, performance management appraisals and support individuals in addressing areas for programme teams
• Maintain and develop networks with a variety of institutions and individuals across a range of private and public sectors

Strategy, Finance and Operations

• Provide input into operating plans and produce annual work plan and capacity plan for team, linking individual and team contribution to DI’s vision and strategy
• Oversee budget for data and analysis team, making decisions on activity and monitoring spend
• Participate actively as a member of the senior management team contributing to maintaining high standards of personnel and financial management

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APPLICATION DETAILS

Your CV (no more than 4 pages) and covering letter which should clearly detail your skills and experiences and how they relate to the job description, should be emailed to: Janet Reilly (Human Resources, Finance and Projects Manager) at hr@devinit.org, quoting ref: LEAD in the email subject line.

Your letter should also include your salary expectations and notice period/available start date.

Closing date: 30 May

ALL APPLICANTS MUST HAVE THE RIGHT TO WORK IN THE UK

OTHER

We will be unable to acknowledge receipt of your application.

If you do not hear from us by 30 June, please assume that your application has been unsuccessful. We may however keep your details on file for three months.

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.

DEVELOPMENT INITIATIVES

In 2011 there were over 1 billion people living in absolute poverty, 300 million vulnerable to humanitarian crisis and 500 million chronically poor people lacking choice, control and opportunity. But this can change. Enough resources exist in the world to end this situation and significant progress has already been made. Millions fewer people live in poverty today than even a decade ago, child mortality is falling, smallpox has been eradicated and polio is forecast to be eradicated. The Millennium Development Goals (MDGs), global communication and a growing recognition that poverty, instability and vulnerability are challenges shared by every country provides momentum we must build on.

Because of this, our vision is the end of absolute poverty by 2025. It is our mission to empower and enable people to make evidence-based and data-informed decisions that deliver more effective use of resources for poverty eradication. Our role is to enable more effective use of information. Over the next 5 years we will work to create, support and enable:

1. **A global consensus on poverty eradication**

   We believe there is a lack of a widespread concrete and uniform global political will to end poverty even though there is more momentum than ever before. We will therefore work with partners to create a global commitment to end poverty. If we are successful the post-2015 settlement will set a target date for eradication of absolute poverty and a minimum income guarantee will be incorporated into the post-2015 MDG strategy.

2. **Building an evidence base of the role of information in poverty reduction**

   We believe there is a lack of concrete and uniform understanding at all levels of the role of information in ending poverty. We will therefore build the evidence base for the role of information in poverty reduction with
the aim of delivering access to information about resources used for poverty eradication as a global right. If we are successful, access to information will be incorporated into the post-2015 MDG strategy as a priority ranking alongside access health, education, water and sanitation.

3. Resources for poverty eradication are proportionate to need

We believe that not enough resources are made available for poverty eradication today. We will therefore work with partners to collate, analyse and promote facts and policies to present the case for resources where needed so that more resources are available for poverty eradication. If we are successful 0.7% GDP spent on aid will become the norm in G20 economies.

4. Improved prioritisation and focus of all resources used for poverty eradication and especially aid

We believe there is often poor prioritisation and focus of resources targeted at absolute poverty today and investments in poverty reduction, including those made from aid, could achieve better results. We will therefore work to collate, analyse and promote facts and policies about aid and its comparative advantage in the context of other resources. Our aim is that resources available, including aid, are better prioritised and targeted to where they make the biggest difference to absolute poverty. We will set targets for this following the initial Global Poverty Investment Report due to be published in 2012.

5. Improved accountability of donors and governments for the impact of their work

We believe there is a lack of accountability from donors and governments to their citizens about use of resources. We will therefore work to collate, analyse and promote facts and policies supporting transparent use of resources by governments, businesses and civil society towards poverty eradication. Our aim is that governments and organisations providing and using resources for poverty eradication are accountable for delivering their obligations and commitments to their stakeholders and citizens. If we are successful all poverty relevant resource flows will be geo-coded, traceable and published to a common, open standard at transaction level. In addition, poor people, CSOs and parliamentarians in developing countries will access and use information about resource allocation and provide feedback which drives measurable efficiency gains and more effective matching of resource flows to the needs and priorities of the poor. This in turn will result in more effective use of knowledge and evidence to inform effective poverty eradication strategies and in the planning, management, monitoring and evaluation of humanitarian and development assistance.

6. A reformed international financing architecture that underpins poverty eradication

We believe that aid is a scarce resource which can be more effectively targeted on the world’s poorest people to underpin basic minimum standards and access to fundamental rights and needs. To do so, it needs to be reformed to focus on extreme and chronic poverty where-ever it exists (not on one set of countries), to include all donors (not just the members of the DAC) and to be re-conceptualised as a global mechanism which ensures basic minimum livelihoods for all and protects against crises and shocks. We will use increasingly transparent data reported to the IATI standard to enable resources to be traced to ultimate recipients and sub-national level. If we are successful, aid will increasingly be spent on investments with a probable, proximate and timely impact on the life-chances of the bottom 20% of the population and the architecture governing aid resources will reflect recipient interests and a wider range of donors.

To achieve this ambitious agenda we will:

1. Gather, analyse, make accessible and report on data relating to poverty.
2. Apply this knowledge to develop structures, policies and procedures that prioritise poverty eradication, security and opportunity for the poorest.
3. Build capacity and confidence to use information.
4. Engage and support people trying to achieve change.
5. Build an evidence base of the role of information in poverty reduction.

And you should believe us because:

1. We have a track record of providing objective, independent and rigorous data and analysis to governments, multilateral agencies, NGOs and Foundations.
2. We are relied upon for practical advice and support by bilateral and multilateral donors and organisations and initiatives including DFID, the International Aid Transparency Initiative (IATI), the Good Humanitarian Donorship group, ONE, the William and Flora Hewlett Foundation and the Bill and Melinda Gates Foundation.
3. During 2010 192 of the world’s 199 countries accessed and used our websites and our two major programmes and our institutional arrangements were all assessed by external evaluation.
4. We have nearly 20 years experience of producing analysis of resource flows and policies for poverty reduction.