

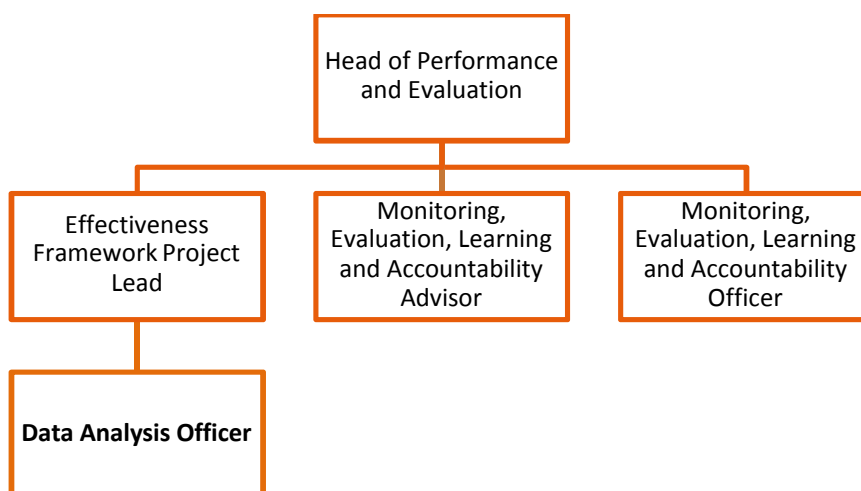
JOB DESCRIPTION

Job Title: Data Analysis Officer

Job ref: PP1703

Reports to:	Project Lead – Effectiveness Framework
Location:	Central London (with occasional overseas travel)
Salary:	£39,059 per annum
Staff Benefits:	25 days' annual leave, contributory pension, life assurance
Hours:	35 hours a week, 9am to 5 pm, Monday to Friday
Conditions:	Permanent
Closing date:	2 nd August 2017

Departmental Structure and Position of the Role





Purpose of role:

Key tasks and responsibilities:

The position of Data Analysis Officer is positioned in the Planning and Performance Directorate (PPD), within the Performance and Evaluation (P&E) Team. The objectives of the team are to:

- Deliver a robust organisation performance framework to monitor and report on the performance of Brooke against our strategic goals.
- Strengthen the processes of quality assurance and accountability of Brooke to its stakeholders.

Brooke has adopted a Results-Based Management (RBM) strategy and defined its Monitoring, Evaluation, Learning and Accountability (MEAL) Framework. BrookeCheck is the information system Brooke has developed to collect, store and analyse data from its operations in countries.

The Data Analysis Officer is responsible for managing BrookeCheck database, taking a lead user role for the system, analysing data and creating stories around these; and providing capacity building to UK and Country Programme staff. The role will be involved in the development and implementation of BrookeCheck to aid analysis, reporting and sharing of information collected through the monitoring plans for the Multi Year Plans & Budgets (MYPBs). It will require working in close collaboration with relevant staff in countries and in the UK.

In all aspects of the work, the post holder will be expected to:

- Ensure coherence and consistency of data analysis;
- Create narratives and visuals around data to create data stories;
- Be pro-active in liaising with colleagues in the UK (in particular international programmes, fundraising and communication colleagues) and across all country programme offices to provide appropriate support; and
- Build on innovative and good practices from the sector.

Specifically the role will focus on:

1. BrookeCheck Database Management & Lead User Role
2. Country Programmes (CPs) Data Analysis
3. Global Data Analysis

The Brooke is based in the UK, but the post holder is expected to be available to undertake short overseas visits at reasonable notice. This will include work in physically demanding conditions.



BrookeCheck Database Management & Lead User Role

- Advise and support in the development and use of appropriate tools, methods and systems to aid data management, entry, analysis and reporting within BrookeCheck to inform Brooke of progress being made in areas defined in our Theory of Change;
- Support the organisation in data and information management, coordinating the gathering, input, storage, and analysis of data on animals and human beneficiaries;
- Support development, testing and implementation of the automated reporting system (in conjunction with the Information Services Team) leading in the analysis and reporting of information generated in areas defined in Brooke Theory of Change;
- Monitor CPs use of BrookeCheck, collect feedback on use and improve accordingly;
- Be the technical expert from the Business side in how BrookeCheck works;
- Be the system administrator for BrookeCheck and undertake maintenance tasks such as registering new users and loading new questionnaires.

Country Programmes (CPs) Data Analysis

- Train CPs in analysing their data in close collaboration with relevant UK colleagues;
- Provide data analysis and reporting support to CPs in the preparation of their bi-annual report on results achieved, including training for country staff;
- Prepare narrative and visuals to present monitoring data in support of CPs reporting;
- Promote and support cross-organisational learning on approaches used and challenges faced during the collection, analysis and use of data and information of welfare change;
- Identify issues and proactively resolve these at CPs level;
- Ensure CPs data is being collected in line with their agreed sampling plan;
- Contribute to wider organisational discussions on entry and exit strategies.

Global Data Analysis

- Prepare short analytical studies drawing from monitoring data as inputs to evaluation;
- In conjunction with other P&E team members, provide M&E support to Restricted Funding Projects, advising on and supporting the generation of appropriate data and evidence to demonstrate the impact of the projects;
- Analyse data across CPs, prepare visuals and narratives as input to Brooke global reporting and communication, in close collaboration with other P&E team members and Fundraising and Communications Directorate.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all;
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.



Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Relevant science or development degree or equivalent vocational experience	x	
2	Highly numerate, able to analyse large data sets using Excel and SPSS to distil key themes and trends and present them in an easy to grasp manner through visuals and compelling narratives	x	
3	Evidence of a good understanding of statistics with experience of data collection, analysis, and reporting	x	
4	Confidence in data management (IT and IMS), using and designing databases for organisational performance (MS Access)	x	
5	Knowledge and experience of creating data visualization and narratives for data story telling	x	
6	Knowledge and experience in training and capacity building for both UK and overseas stakeholders.	x	
7	Experience in analysing data relating to animal welfare and/or animal-based data, for example body condition score.		x
8	Excellent communication and relationship building skills, both verbal and in writing and able to appropriately adapt approach to the needs of the audience.	x	
9	Understanding of Results-Based Management (RBM), including Theory of Change (ToC) and Logical Framework		x
10	Experience of planning, implementing, monitoring and evaluating technical aspects of NGO programmes in developing countries		x
11	Experience working effectively and respectfully in a diverse environment	x	



Brooke Competencies	Skills & Abilities
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission.
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals.

This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved

Employee benefits:

If you would like to know more about our employee benefits, please visit: <http://www.thebrooke.org/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org