|  |  |  |
| --- | --- | --- |
| **TITLE:**  Risk Data & Insights Analyst | | |
| **TEAM/PROGRAMME:** Risk | **LOCATION:** London, UK or any existing Save the Children International Regional or Country office worldwide. | |
| **GRADE**: C, Mid-Senior Level | **CONTRACT LENGTH:**  Permanent | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  Save the Children is a leading international Child Rights organisation. Save the Children International (“SCI”) is the international implementation arm, reaching 40 million+ children across 56 country offices, through 17,000+ staff, 1000+ partner organisation and many volunteers.  SCI has developed a new second line function that joins together some core risk management functions and is led by the Chief Risk Officer (CRO) and is tasked to uplift risk management practices across the organisation. The Risk Hub includes the counter-Fraud, Safeguarding, Insurance and Risk Management teams.  Are core part of the risk management strategy is to develop insights through data analytics, for which SCI is recruiting a new posts of **Risk Data & Insights Analyst**. The analyst will be instrumental in delivering a unified Business Intelligence (“BI”) approach to makes the wealth of data comparable, accessible and actionable for the business. The analyst will work closely together with the Chief Risk Officer, the Incident Management Teams (Counter-Fraud, Safeguarding, etc.), and Insurance.  You will play a pivotal role in developing global policy, identifying risks and driving leadership decisions across the organisation. | | |
| **SCOPE OF ROLE:**  **Reports to: Head of Risk Management**  **Staff reporting to this post: n/a**  **Budget Responsibilities: n/a**  **Risk Management**  **Incident Management**  **Role Dimensions**: Save the Children Association operates in 55 countries and 28 Member organisations (25,000 employees). The post holder will need to work in a dispersed structure that includes a core presence in London, but with stakeholders and team members working within Save the Children across the world.  The role will be a shared service for the risk hub, delivering services to the Fraud team, Safeguarding team, Insurance and Risk Management work, whilst supporting data analytics for incident management functions outside of the hub (such as Safety and Security, Medical, Data security, etc. )  This is a demanding role that requires strong data analysis skills; the ability to work with complex data and metrics across all regions within SCI; design clear and focused scorecards, dashboards, and other visual aids for presenting data; strong verbal communications skills in building knowledge and explaining data outputs; and an ability to work to deadlines and manage multiple priorities. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Develop and implement Business Intelligence (“BI”) products for Incident Management Functions (“IM”)**   1. Develop and review the core business intelligence processes for IM functions. Processes will be standardised across functions (with some room for standardisation) and be based on existing products that include the quarterly scorecard and live dashboard.    * Design a quarterly scorecard for all functions, including definitions of scorecard KPIs, in cooperation with the IM function heads, Risk Data Insights Manager, and line manager.    * Develop of a data sharing process with Save the Children Members    * Manage annual scorecard review process of scorecard KPIs    * Own a continuous review of the data collection and analysis processes to simplify and automate where possible    * Implement action plan for continues improvement 2. Deliver the quarterly scorecards on PowerBI    * Collect, test and process the data. Majority of information with be sourced from our incident management system (“Datix”), part of metrics will be manually collected.    * Publish scorecards on PowerBI environment    * Manage access rights to PowerBI scorecards 3. Deliver live dashboard on PowerBI    * Develop and maintain live dashboards in PowerBI for incident managing functions (based on existing    * Manage access rights to PowerBI dasboards 4. Deliver data for key reporting processes    * Provide data for quarterly board meetings, incl. Bi-Annual Serious Incident Analysis    * Provide data for annual reports    * Other business intelligence products as defined by Accountability number 1   **Develop Business Intelligence products for Risk Management**   1. Develop Business Intelligence approach for Risk Management processes to provide input data for the risk management processes (E.g. quarterly fact sheets with key finance data, awards data, HR data, incident management data (from Datix), risk data (from Risk Mgmt. Plans), etc.) 2. Implement Business Intelligence approach for Risk Management | | |
| **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. * *Seeks out the ‘why’ behind the data; connects with members of the team to consolidate their narrative and views with the data at hand* * *Motivated and stimulated by challenges and seeks to explain the unknown*   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity * *Builds trust with stakeholders through transparency* | | |
| **QUALIFICATIONS**   * Educated to degree level in a relevant field / equivalent experience | | |
| **EXPERIENCE AND SKILLS**  Essential   * Proven experience in data analysis, business intelligence, data quality, data cleaning * Proven track record with Excel * Experience in PowerBI * Experience in visualising data (graphs, powerpoint, and or other tools) * Commitment to Save the Children’s values * Fluent English language capabilities   Desirable   * Previous work in the aid sector could be advantageous but is not required * Experience with working across different cultures and working styles * Ability to organise own work efficiently, prioritise, and deliver multiple tasks to tight deadlines * Ability to work independently without direct supervision * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in. * Good written skills, able to summarise accurately, draft reports requiring little or no editing, and use appropriate styles. An ability to understand complex issues, simplifying for external audiences. * Good verbal communication skills, exercising good judgement as to when to refer something upwards; able to communicate professionally with a wide range of contacts; able to show tact and discretion when dealing with sensitive and confidential information. * Outstanding customer service orientation and follow-up skills * Detail oriented and meticulous with respect to defining terms and categories * French/Arabic/Spanish language capabilities | | |
| **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: Albert den Boogert** | | **Date: 17 October 2022** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** TBD | | **Date:** TBD |