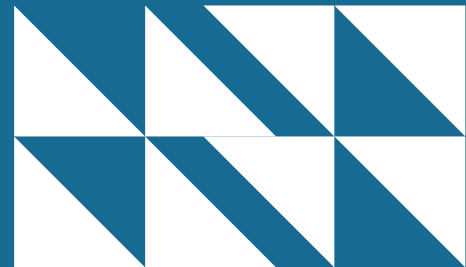


We're hiring!

 **JOB PACK**



Thanks for your interest in working at THET.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
THET.

DATA ANALYST



JOIN OUR TEAM!

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org



OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Head of Research, Evidence and Learning
Location	UK based - Remote
Salary	£36,516
Length of Contract	Permanent



JOB PURPOSE

You will work alongside the Head of Research, Evidence and Learning to help improve the collection, management and analysis of data from THET's programmes and external engagement.

THET is experiencing an exciting time of growth, and you will play a critical role in improving learning within the organisation, ensuring that the impact of the work we do is accurately captured and analysed, helping us sustain and improve crucial Health System Strengthening and Health Workforce Strengthening initiatives across the globe.

You will play a leading role in the operation and improvement of our data capture and analysis tools, including our Salesforce-based programmes MEL portal. You will contribute to the development of a data strategy for the organisation, and associated process improvement. You will help to ensure the quality of data, and contribute to research, programmatic learning, advocacy and more.

To be successful in this role, you will be a fast learner, get things done and excel in working across teams as well as managing a varied portfolio of work. You will be a strategic thinker with an ability to manage complex problems in situations with significant uncertainty.



KEY RESPONSIBILITIES

1. Data Management and Analysis:

- a. Review and oversee data management processes, including storage and retrieval of data.
- b. Support the quality assurance of data across platforms, including data cleaning and audit, and providing input to the improvement of data collection.
- c. Lead on the development of data analysis reports as required, for programmes, research or advocacy.
- d. Contribute to the analytical design of research initiatives and knowledge products.
- e. Lead on the oversight and analysis of strategic data points over time. Create and maintain dynamic data visualisations.

2. Organisational Improvement

- a. Contribute to the development of a data strategy aligned with THET's wider learning agenda.
- b. Identify issues and lead on the improvement of data related processes. Develop tools/guidance and engage in staff capacity building.

3. Programmes MEL Portal (Salesforce based)

- a. Ensure best practices are embedded across the use of the portal for quality, relevant data capture.
- b. Lead on the capacity development of staff and partners on use of the portal for data collection and extraction.
- c. Ensure the portal is fit for purpose, including interacting with service providers on troubleshooting and improvement.



PERSON SPECIFICATION

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Bachelor's Degree (2:1 or (above) relevant field related to statistics, social science research, or economics – or – international development/global health with additional professional experience.	<ul style="list-style-type: none">• Master's Degree level in a relevant discipline.
Experience	<ul style="list-style-type: none">• At least two years of relevant professional experience in the analysis of social science data.• Experience of data management systems – particularly Salesforce.• Working with multiple stakeholders in the areas of research and evaluation.• Experience working across organisations and teams, managing a varied workload and competing priorities.• Preparing and delivering training/capacity development.	<ul style="list-style-type: none">• Expertise in statistical research software and/or qualitative data analysis software such as Atlas.ti.• Experience of supporting strategy planning approaches at either a team or organisational level.• Experience of organisational development.• Experience of working for an international charity• Monitoring and evaluation and/or research.
Knowledge	<ul style="list-style-type: none">• Be a strategic thinker with an ability to able manage complex problems in situations with significant uncertainty.• Knowledge of the Salesforce platform, and Microsoft suite, particularly Excel.• Database management.	<ul style="list-style-type: none">• Understanding of, and interest, in global health issues.• Knowledge of Python.



PERSON SPECIFICATION

Person specification	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent command of written and spoken English.• Excellent communication skills, both written and oral.• Good interpersonal skills.• Proven ability to self-organise• Excellent time management and ability to manage competing deadlines.• Team player able to work independently when required and to manage a diverse and heavy workload.• Attention to detail.	<ul style="list-style-type: none">• Ability to analyse, synthesise and communicate complex issues in a clear manner.• Developing the capacity of others.• Excellent interpersonal skills and confidence in dealing with UK and international partners as well as senior staff from diverse organisations
Values	<ul style="list-style-type: none">• Strong commitment to THET's cause and values.• Highly motivated self-starter.• Flexible and adaptable.• Intercultural sensitivity and awareness.	
Other	<ul style="list-style-type: none">• Ability to travel internationally• A commitment to matrix working.	



DIGITAL TRANSFORMATION MANAGER

What we offer

- Flexible working hours
- Hybrid working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to jobs@thet.org by midnight **Sunday 14th July**. THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.