Data Visualisation Officer

- Reports To: Head of Data Analytics and Reporting Team
- Directorate: Finance and Performance
- Location: UK
- Direct Line Reports: N/A
- Contract: 2 Years Fixed Term

Job Purpose

Sightsavers is going through a digital transformation in data analytics through the provision of Power BI reports to all relevant user groups within the organisation. This is the next step in promoting a data driven culture within the organisation. Data analytics is increasingly supporting the management, development and monitoring of programmes and projects throughout Sightsavers Portfolio and the implementation of the Microsoft Power Platform is the next step in this.

This role will work within the Data Analytics and Reporting Team to produce and maintain a suite of Power BI reports. As this is done the role holder will provide training and support for staff across the organisation to support the adoption of data visualisation software into their normal working practices.

To ensure that Power BI provides the best quality data analytics and highest possible data quality the Data Visualisation Officer (DVO) will build the capacity of Sightsavers country offices through the data management assistance process. This process is our methodology for ensuring good practice in data management and to ensure a strong culture for data use and visual analytics is at the heart of all our project work.

It is anticipated the position will involve some international travel of up to 12 weeks per year.

Main Responsibilities

Development of Power BI reports
- Scoping of key stakeholder data visualization needs to ensure Power BI reports provide data driven solutions to their work needs, with an initial focus on our in-country project staff.

- Create Power BI reports for a wide range of organizational user groups using varied internal and external sourced and stored datasets, with a focus on providing a strong, data focused, user experience.
- Ensure all Power BI reports meet the accessibility requirements of their audience.
- Ensure all Power BI reports are compliant with information security guidelines.
- Support the Data Analyst and Reporting Manager (DARM) and Quality Assurance Manager (QAM) to create and certify data sets for cross-organisational use.

Maintenance of Power BI reports
- Update Power BI reports to include new software functionality, as updates are released onto the platform.
- Work with other teams to update Power BI reports to include new data sets and visualisations.
- Evaluate the ongoing use and relevance of the Power BI reports to Sightsavers staff's work and adapt reports to maximise engagement and effectiveness.
- Integrate other elements of the Power Platform, primarily PowerApps and Flow to streamline data entry and analysis.

Capacity building and training of Sightsavers staff on Power BI and data analytics
- Train Sightsavers staff, principally in our country offices, on the use and development of Power BI reports.
- Provide ongoing support to all staff on how to use and develop Power BI reports after training.
- Provide ad hoc Power BI support to all Sightsavers staff.
- Support the DARM, QAM and other key stakeholders in developing a data driven culture throughout the organisation

Country office data management assistance
- Work with country offices to map project data flows.
- Strengthen country office data reporting systems through the development of tools to collect and collate data to the highest possible standard.
- Support country office staff to build the capacity of partners in data quality assurance.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for a high degree of flexibility is required and the job holder is expected to carry out any other duties that may be required to assist the wider team if within the employee's skills and abilities, whenever reasonably instructed.

Key Contacts and Relationships

- DART (Data Analysis and Reporting Team) staff
- Sightsavers Country Directors and Country Office programme staff
- Business Applications Team and the wider Information Systems Team
- Neglected Tropical Disease Technical Hub
- Programme Finance Team
- Regional Directors
- Monitoring Evaluations and Learning staff

Person Specification

Job Holder Entry Requirements: the knowledge, skills and behaviours required:

Knowledge (education and related experience):

Essential
- Undergraduate degree in international development, international relations, geography, statistics or appropriate equivalent.
- Knowledge of the application of technological solutions to solve international development challenges.
- Understanding of good data cleaning practices to prepare data sets for use in analytics software.
- Demonstrated experience of developing and implementing a training programme.
- Experience working and supporting staff in different contexts (face to face, online).
- Understanding of international development issues and a commitment to equality of opportunity for disabled people.

Desirable
- Master's degree in international development, international relations, geography, statistics or appropriate equivalent.
- Knowledge of mHealth and the use of new technology in a health care setting.
- Relevant overseas experience i.e. either professional or voluntary work.

Skills (training or competence):

Essential

Sightsavers

- Proficient in the use of Power BI, Tableau or other data visualisation software.
- Demonstrated ability to communicate information, practices and ideas to a non-technical audience.
- Comfortable with manipulating quantitative and qualitative data sets.
- Good analytical skills with the ability to identify important issues and communicate these effectively to colleagues.
- Able to work with multiple stakeholders and ensure differing concerns and priorities are effectively managed.
- Proficient in using the Microsoft Office suite, particularly Excel to an advanced level e.g. advanced formulas such as VLOOKUP and pivot tables.
- Demonstrated ability to effectively prioritise work in a high-pressure environment with competing deadlines.

Desirable
- Experience of digital transformation, implementing new software/tools/working practices within an organization.
- Experience working with MS PowerApps or Flow
- Experience of using Power Query for extraction, transformation, loading and connecting data from different data sources.
- French and/or Portuguese language skills

Core Behaviours

- Enthusiastic about the role data has to play in improving Sightsavers' ability to make the best decisions for our donors and beneficiaries.
- The ability to review and correct data with accuracy, precision and high attention to detail.
- Keen interest in evolving and innovative technologies in the data and health field.
- Understanding of how data dashboard design can tell a story.
- Excellent planning and organisation.
- A great team player and self-starter.

Date as of: 31/07/2019

Sightsavers