|  |  |
| --- | --- |
| **SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE** |  |
| Position Title:  | I&I Workforce Senior Officer (Position ID TBC) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team** | Technical Resources & Quality | **Grade** | P2 |
| **Reports To (Title)** | I&I Workforce Senior Manager | **Contract Length** | 12 months |
| **Location [Physically based in]** | Any existing Save the Children International Country office worldwide | **Time-zone [the time-zone that the role holder must be available to work in]** | Africa / Americas / Europe / MENAEE |
| **Language(s)** | English(desirable French and/or Spanish) | **Positions available** | 1 |

|  |
| --- |
| **Team and Job Purpose** |
| **Team purpose*** Set global standards for programme quality & influencing and support country offices & members to contextualise these
* Coordinate Impact and Influencing (I&I) contribution to global strategy
* Ensure I&I Teams support CO’s to respond to children’s changing needs and drive impact beyond thematic & geographic siloes.
* Build and strengthen the calibre, stability &diversity of our global I&I cadre to deliver on our strategic ambitions and impact agenda.
* Lead movement-wide coordination and planning of its Technical Experts (TE) workforce.
* Shared accountability for Global Technical Expertise architecture
* Accountable for shared leadership of I&I strategy

**Role purpose**The Impact & Influencing (I&I) Workforce Senior Officer will play a crucial role in sustaining these improvements by ensuring effective reporting, data analysis, knowledge management, and regional support. This position is essential in supporting country offices maintain high technical quality.When performance issues related to technical capability or capacity arise in a country office, the I&I Workforce Senior Officer will support diagnosis and corrective actions under the leadership of the I&I Workforce Senior Manager, and support from the relevant I&I Regional Head, and key global team members. |

|  |
| --- |
| **Principal Accountabilities** |
| * Act as a focal point for country offices on issues related to technical expertise.
* Analyse data from HR, finance, and awards systems to assess office performance on technical capacity.
* Create reports and update PowerBI dashboards to share key performance and management indicators.
* Consolidate and analyse progress reports from implementing office
* Ensure data accuracy in HR systems and address any data issues.
* Periodically analyse data to identify global trends in barriers and opportunities.
* Ensure availability of guidance and tools to maintain high-quality technical expertise.
* Maintain and improve onboarding, capacity building, and technical recruitment tools for country offices related to technical expertise.
* Support remediation plans for underperforming implementing offices.
* Facilitate engagement and prepare communication materials for global counterparts.
 |

|  |
| --- |
| **Budget** |
| None |

|  |
| --- |
| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0Manager of a team: NoTeam Manager (manager of multiple teams): No |

|  |
| --- |
| **Size of Remit** |
|  |

|  |
| --- |
| **Travel Requirements** |
| International travel required: NoPercentage of required for travel: 0% |

|  |
| --- |
| **Key Relationships** |
| **Internal** (excluding direct team and manager)* I&I Regional Heads and Technical Resources & Quality Director
* Global teams, including technical experts
* Country Office senior management and technical experts.

**External*** None
 |

|  |
| --- |
| **Competencies** |
| Cluster: LeadingCompetency: Delivering resultsLevel: SkilledBehavioural Indicator: Holds others accountable for achieving results and challenges underperformance. Cluster: ThinkingCompetency: Problem solving and decision makingLevel: AccomplishedBehavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution. Cluster: ThinkingCompetency: Innovating and adaptingLevel: SkilledBehavioural Indicator: Demonstrates flexibility in following processes and procedures while remaining true to the organisation’s values. Cluster: EngagingCompetency: NetworkingLevel: AccomplishedBehavioural Indicator: Builds strong relationships with a broad range of stakeholders.Cluster: EngagingCompetency: Communicating with ImpactLevel: AccomplishedBehavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning.  |

|  |
| --- |
| **Experience and Skills** |
| **Essential**1. Excellent data management and analysis skills, with the ability to analyse and present data in a clear and compelling way and tailoring content to different audiences
2. Strong communication skills (written and oral English), including the ability to communicate with stakeholders across different seniority levels and country offices.
3. Demonstrated experience supporting continuous improvement initiatives
4. Highly organised, with good attention to detail and developed ability to prioritise multiple tasks to meet tight deadlines and organise work
5. Ability to adopt a pro-active approach to problem-solving working closely with both the senior colleagues as required and offering solutions as appropriate.
6. Excellent interpersonal skills, with the ability to work and communicate across cultures, as part of a geographically dispersed team and across organizations and stakeholders.
7. A strong work ethic and able to take the initiative and ownership to deliver value to the business.
8. Competent in Microsoft Word, Excel, PowerPoint, and Outlook.
9. True passion for results, responsibility and proactivity
10. Understands and believes in Save the Children’s mission and vision; commits to its objectives and willing to adopt Save the Children’s methodology and framework.

**Desirable**1. Familiarity with Save the Children
2. Created and/or managed PowerBI dashboards
3. Fluency in additional SCI language (French, Arabic or Spanish)
 |

|  |
| --- |
| **Education and Qualifications** |
| **Essential**N/A**Desirable**N/A |

|  |
| --- |
| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. ***Safeguarding level descriptors:****Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.*  |

|  |
| --- |
| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

|  |
| --- |
| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
|  |  |  |  |  |