

Data Analysis Manager (Maternity Cover)

Post Announcement

Starting date: As soon as possible
Contract Type: Maternity cover, 1 year
Annual salary: 90,550 CHF to 95,000 CHF or
£48,350 to £55,000
Location: Geneva or London
Application closing date: 5 September 2021



Job Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices. In less than 12 years, the Better Cotton Initiative and its Partners have supported over 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

As BCI looks to 2030 it is becoming a data driven organisation. Our annual field level environmental and economic data comes from hundreds of thousands of small scale and hundreds of large scale farmers. The data is collected and reported by our network of Implementing Partners. MEL is in the process of strengthening its analytic capabilities, upgrading its impact reporting, strengthening the learning feedback loop with the global programme team, and fostering improvements in field data quality. It is an exciting time to work with the MEL team at BCI.

BCI seeks a motivated and dynamic individual to join its Monitoring, Evaluation, and Learning (MEL) programme as Data Analysis Manager. The Manager will provide continuity in a critical role that leads on farm-level data analytics and digital development of the MEL programme's suite of data management activities.

The successful candidate will be skilled at analysing large volumes of data and adept at transforming analyses into clear visualisations with concise explanations. S/he will play a key role in creating data feedback loops that will contribute to continuous improvement and influence programmatic change at the field-level.

The Role

- Be responsible for implementing BCI's results monitoring and reporting strategy,
- Oversee analysis and reporting of BCI's reach and results data;
- Support the development and implementation of a revised analytical and reporting approach for farm results data; and

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- Foster improvements in farm-level data quality.

Reporting to: Senior Manager of MEL & Team Lead in BCI's Data and Traceability Team

Posts this role manages: 2 Data Analysis Coordinators + project based consultants

Core Responsibilities

1. MEL digital development

- Manage smooth migration of data to and maximum organisational benefit from the transition to BCI's cloud database
- Develop data governance approaches for field-level results data
- Oversee or execute as needed technical changes to analysis templates
- Ensure cross-functional coordination

2. Reach data analysis and reporting

- Oversee and support data analysts in effective and accurate analysis of reach data
- Ensure regularly scheduled reporting is completed accurately and to schedule
- Support response to ad-hoc data analysis requests from staff and stakeholders
- Manage and deliver annual reporting

3. Farm-level results data analysis and reporting

- Manage suite of templates and tools and provide training to others in their use
- Support data analysts to analyse farm-level results data
- Manage creation of annual farm results dashboards for key users
- Deliver annual farm impact reporting and contextual narrative to communications team
- Respond to requests for data analysis from members, partners, and donors in line with BCI's Data Communication Policy
- Ensure other departments (e.g. IT, Communications, Implementation, Fundraising), have what they need for specific meetings, and for external parties (e.g. partners, members, researchers) as agreed with supervisor

4. Data Quality Assurance

- Oversee and manage implementation of BCI's suite of tools that assess farm results data quality, identify problematic areas, and contribute to data quality improvement plans
- Report on findings
- Ensure data quality improvement plans are agreed with BCI country teams

5. Reference and process documentation for MEL Programme

- Manage proper updating and filing of documentation
- Monitor cross-functional implementation of processes and course-correct as needed
- Coordinate trainings with data analysts on MEL reporting processes

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Perform other tasks as agreed with your line manager that contribute to the mission and aims of BCI.

The candidate will have the following Skills, Knowledge, and Experience:

Essential
Experience in Monitoring, Evaluation, and Learning
Experience applying statistics to real-world data analysis and research
Strong IT skills, in particular with Excel and databases, and business intelligence and analytics tools (Tableau and PowerBI in particular)
Experience line managing others
Knowledge of market-based product sustainability performance tools
Demonstrated grasp of the key issues in sustainability and/or knowledge of sustainable agriculture, especially in the smallholder farming context
Experience in creating data visualisation for communications purposes
Pays attention to detail, solves problems independently, and is persistent in accurately performing tasks
Degree in environmental science or social science; data science; or related field
Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines
Fluency in English, written and spoken
Desirable
Proven interest and/or experience in voluntary sustainability standards
Experience using Tableau software
Experience managing teams in an international, multi-cultural setting
Knowledge of French, Portuguese, Hindi, or Russian

Working arrangements

The position is full time (40 hours per week) and based from the BCI office in Geneva, Switzerland or London, UK. The Data Analysis Manager will report to the Sr. Manager MEL and Team Lead for her/his work programme and outputs.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV (3 pages maximum) and a brief motivation letter (1 page maximum) to BCI by email to: recruitment@bettercotton.org by 11:59pm CET on 5 September 2021.

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

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BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human, and financial resources.