

JOB PROFILE

Job Title:	Technology, Digital and Data Advisor UK Humanitarian Innovation Hub
Location:	London
Reports to:	Deputy Director
Contract:	Fixed-term contract until March 2023 (extension subject to funding)
Child Safeguarding Level:	Level 1

TECHNOLOGY, DATA AND DIGITAL ADVISOR, UK HUMANITARIAN INNOVATION HUB

Technology is evolving rapidly. There is a new set of emerging technologies that could revolutionise the way humanitarian activities are designed and delivered, helping to reduce the impact of conflict and disasters on people's lives.

The Technology, Digital and Data Advisor will play a lead role in the new UK Humanitarian Innovation Hub. With substantial expertise and experience in technological, digital and data innovation, the role will drive collaboration across a new network of UK humanitarian innovators, focused on new and improved technologies and processes that will make humanitarian action more effective and efficient.

THE HUB PURPOSE AND ORGANISATIONAL OVERVIEW

Global humanitarian needs are at an all-time high and expected to continue to rise during the next decade – driven by more complex and longer conflicts, and by fragility and climate change. In response, the humanitarian system needs to make the best use of expertise and available funding - to be more efficient, effective, and accountable - so that appropriate protection and assistance is provided to those that need it, when they need it. Meeting these challenges requires new ways of working: innovation is essential.

In 2018 the Secretary of State for International Development announced the creation of the UK Humanitarian Innovation Hub, recognising that as a global leader in science, technology and innovation, the UK has remarkable capabilities that could be of significant value to addressing humanitarian needs and challenges.

The Hub will support learning across UK funded actors working on humanitarian innovation and develop research that can help UK stakeholders take a more co-ordinated and evidence-informed approach to humanitarian innovation. The Hub will contribute to, and benefit from, establishing links with international co-ordination mechanisms for humanitarian innovation. As well as sharing knowledge and expertise, up to £5 million is available for research investments, convening and wider activities.

The Hub is hosted by Elrha and is fully funded by the UK's Foreign, Commonwealth and Development Office (FCDO). The Hub is an entity with distinct governance and management that, though subject to oversight from Elrha Board of Trustees, will determine its priorities, work plans and activities. The Hub will follow all of Elrha's operating policies and procedures, with day to day responsibility lying with the Director who will organise and manage the Hub staff and administration. The Hub will have its own Expert Advisory Group made of up representatives of its stakeholders who will provide strategic guidance, technical advice, and

support in its networking functions – experts in science, technology, and innovation, from government, universities, the private sector, and NGOs.

OPERATIONAL CONTEXT

Elrha operates out of two principal office sites based in Save the Children UK premises in London and Cardiff. The UK Humanitarian Innovation Hub is hosted by Elrha and will operate from London.

JOB PURPOSE

The Technology, Digital and Data Advisor will drive collaboration and expertise in technology data and digital innovation across a network of humanitarian innovators. You will engage members with the aim of successfully applying technological and digital innovations alongside the application of novel data methods and sources, which will lead to better understanding of and addressing humanitarian challenges. Through a programme of knowledge exchange, research and capacity building, you will also motivate and mobilise humanitarian innovators in using technology, digital and data to drive change, while ensuring that the Hub develops and follows emerging best practice for digital and data governance.

KEY ACCOUNTABILITIES

- Establish, develop and maintain a knowledge base of learning, expertise and capacity in technology, digital and data innovation in the UK across key communities of interest to humanitarian action.
- Identify opportunities for using technology, digital and data innovations to address humanitarian challenges.
- Catalyse, motivate and mobilise a network of UK humanitarian innovators to develop and enhance relevant innovations.
- Promote and engage collaborations on technology, digital and data innovations for humanitarian action across the private sector, universities, government and agencies, using Hub technical and financial resources as appropriate.
- Take a leading role in coordinating efforts to ensure technology, digital and data innovations are meaningful, inclusive, responsible and built on previous lessons from the sector.
- Synthesise evidence and learning of what works in UK investments and learning across UK humanitarian innovators, developing guidance and tools for stakeholders on new and improved technology, digital and data policies and processes.
- Facilitate the development of technology, digital and data policies and processes across UK humanitarian innovators.
- Undertake and commission urgent, medium and long-term foresight research and horizon scanning in technology, digital and data innovations, scoping new and emerging areas of interest to UK actors working on humanitarian innovation.
- Develop emerging best practice digital and data governance for the UK Innovation Hub.

- Provide expert advice and expertise to support UK actors working on humanitarian innovation to develop capability in technological, digital and data analytic techniques and tools.
- Support activities to motivate and mobilise the use of improved data policies and processes in humanitarian responses.
- Establish and promote activities to leverage UK expertise in data analysis for humanitarian action, in particular early warning, across key communities of interest in the UK and globally.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for a high degree of flexibility is required as the Hub grows and develops. 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.

PERSON SPECIFICATION

You will be a self-starter, who's comfortable leading work in a new initiative. You will have considerable experience in technology, digital and data innovation and a strong knowledge of data science. You bring expertise in various forms of data collection and analysis, both quantitative and qualitative as well as experience in translating better insights from data into better decision-making processes. You should also have a good background in humanitarian work and good connections with key humanitarian technology, digital and data actors.

You will lead on identifying new technologies and processes that are or might be relevant to solving challenges faced by humanitarian agencies and people affected by conflict. Preferably, you will have good networks in the communities in the UK that are leading the development of these technologies - in the private sector, universities, or government, and experience in brokering relationships to drive collaborative innovation. You must bring expertise in partner outreach, network building and coordination.

ESSENTIAL

Qualifications and experience:

- Experience in the use of digital and wider technology and applications to improve existing processes and efficiency, enhance accountability and launch new or improved activities or services.
- Experience in how to generate and use evidence, including refining and analysing data (e.g. qualitative and quantitative, empirical, big and small, structured and unstructured, etc.), detecting learning, supporting decision-making, providing solutions and streamlining processes.
- Experience of working on the research, development and/or application of technology, digital and/or data solutions in government, universities, the private sector, and/or NGOs. A Bachelor's degree or Masters in a relevant subject would be an advantage.
- Experience with advising humanitarian or development professionals on technology, digital and data opportunities as well as designing systems that ensure better insights from data lead to better actions by decision-makers.

- Experience using machine learning, data mining or other statistical techniques for the manipulation of data (data extraction, cleansing and modelling).
- Experience interpreting and presenting data for analysis, developing user-friendly visualisations.
- Experience of facilitating/convening professional networks and leading on networking/information sharing initiatives and events.
- Demonstrable experience of funding and managing research projects.

Skills and abilities:

- A proven ability to develop strategies and implement plans for technology, digital and data innovation.
- The ability to communicate technical information clearly to a technical and non-technical expert.
- Excellent influencing skills that demonstrate an ability to motivate and mobilise support for ideas.
- Excellent communications skills, with the ability to develop high-quality guidance materials and tools.
- Outstanding ability to plan and organise work to meet individual and organisational objectives.
- A proven ability to build and maintain positive working relationships.
- Willingness and ability to travel.

Knowledge and understanding:

- Knowledge of the current technology, digital and data innovation landscape in the humanitarian sector, its challenges and future opportunities and risks.
- Familiarity with tools to support technology, digital and data innovation.
- Competence in open-source programming approaches to data science, such as Python, R, or similar languages.
- Familiarity with database design and interrogation.
- Familiarity with a range of statistical approaches to quantitative data analysis.
- Familiarity with a range of effective data visualisation techniques and tools.
- UK and international data governance (e.g. policies and processes for data management, ethics, security, etc.).
- Familiarity with the fundamentals of successful humanitarian innovation.

- Understanding of the use of data in organisational planning, decision-making, management and control systems.

Other:

- Commitment to Elrha's vision, mission and values.

Child Protection level

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. This post is subject to a range of vetting checks including a criminal records disclosure.