Atlantic Institute, in partnership with the Rhodes Trust
Data Insight Analyst, Oxford, UK
Salary £35,000 to £45,000 plus benefits

The Atlantic Institute was established in 2016 with the support of The Atlantic Philanthropies, and in collaboration with the Rhodes Trust, Oxford (UK).

The Atlantic Institute vision is *accelerating the eradication of inequities* for fairer, healthier and more inclusive societies. We do this by providing Atlantic Fellows and Atlantic Program staff with the networks, architecture and resources to connect, learn and act to address the underlying systemic causes of inequity – locally and globally. through:

- **Building a catalytic community** of leaders who connect, learn and collaborate across diverse perspectives for greater impact;
- **Providing courageous programming**, with virtual and face-to-face platforms that support fellows and staff to shift narratives, shape policy and create new solutions
- **Driving a culture of learning and innovation** by responding to changing needs, new technologies and brave ideas
- **Establishing a sustainable global network** with strong strategic partners and alliances for greater impact

Our Fellows are mid-career individuals from diverse professions, backgrounds and areas of expertise who are learning from one another to achieve demonstrable impact and solve distinct 21st century problems. We are currently have more than 400 Fellows participating in seven programs across five continents and this network will grow to thousands of Atlantic Fellows over the next twenty years, as a result of The Atlantic Philanthropies committing more than US $600m to seed and support the program.

More information about the Programs and the Institute can be found at our website:  
[www.atlanticfellows.org](http://www.atlanticfellows.org)

Data Insight Analyst

The Atlantic Institute is seeking an experienced Data specialist, who will be responsible for the capture, analysis and presentation (info-graphics) of community-wide data to inform decision-making, responsive program development and impactful reporting to stakeholders. Reporting to the Associate Executive Director, Operations and Organizational Development, the successful appointee will manage the implementation and development of the Institute’s data strategy, transforming data into readable, goal-driven reports and ensuring the Institute’s data management processes exceed regulatory compliance, are demonstrably ethical and most effectively serve the Atlantic Community’s vision and mission.

In particular, the Data Insight Analyst will:

- Develop and implement community-wide data collation and sharing systems, contributing to the community’s Data Governance Group and ensuring all processes for handling, processing and cleaning data are transparent and ethical.
• Interrogate all datasets to ensure data is cleansed, standardized and has all required elements to drive strategic decision making.
• Develop and implement data analytics strategies that optimize statistical efficiency and quality, producing data analysis and insights on complex data sets using statistical techniques, identifying trends and patterns, including:
  o Working directly with the Institute’s Directors to identify key analytical opportunities that deliver valuable insights and actionable data.
  o Proactively analyzing data to answer key questions from stakeholders or out of self-initiated curiosity.
• Create and maintain rich interactive visualizations through data interpretation and analysis integrating various reporting components from multiple data sources.
• Develop automated insight dashboards and roll out new tools and training users to enable self-service analytics across the team and to ensure the new ways of using data to help drive decision making are embedded across the team.
• Work with the Learning and Evaluation Lead to ensure that data and analysis on the impact of AI is presented in a way that is suitable for a variety of internal and external audiences
• Develop and deliver community-wide data for regular reports to the Institute’s Executive Director, the Atlantic Institute Governing Board and the Atlantic Fellows and Program staff.

Core competencies

Consistent with all roles at the Atlantic Institute, it is essential that the Data Insight Analyst demonstrates a critical understanding of the diverse root causes of inequities and shows a commitment (in thinking and in action) to fairer, healthier and more inclusive societies. They will be able to:

• Use their skills, experience and knowledge to attract and inspire others; bringing people together in community
• Show courage, resilience and creativity in approaching problems and decisions
• Take responsibility and act with integrity based on strong self-awareness and continuous reflection
• Demonstrate social and emotional maturity/ability to hold diversity and complexity
• Build effective relationships and facilitates open and transparent community
• Are accountable for their own actions and decisions.

The successful applicant to this role will bring strong technical and analytic skills, creativity in the visualisation and presentation of data and a demonstrable commitment to data ethics and innovation in the service of social justice.

This role is based in Oxford, the United Kingdom, and will be expected to be able to travel locally and internationally when travel restrictions are lifted.

Specific knowledge, experience and skills

• Masters’ degree or equivalent in a discipline with a substantial quantitative analytical component (e.g. statistics, economics, management science/operations research,
finance or data analytics, social research methods) and relevant experience working as an analyst.

- Demonstrable expertise in deploying a range of software packages especially (and not limited to) MS Excel, and other analytical packages such as R, Python and SQL to manipulate and analyse data
- Ability to listen deeply and communicate well with colleagues, with an expertise in explaining complex information to internal and external audiences
- Ability to tell a story with data using data visualisation skills (Power BI / Tableau / Qlikview / QlikSense)
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks).
- Familiarity with CRMs, with Salesforce experience desirable.

**Terms of appointment**
Subject to a satisfactory probationary period of 6 months, this is a permanent role.

The Rhodes Trust participates in the USS pension scheme, enrolls staff for private health insurance on successful completion of probation and offers 25 days’ leave plus public holidays each year.

To learn more about the Atlantic Institute and the Rhodes Trust, please visit our websites at [www.atlanticfellows.org](http://www.atlanticfellows.org) and [www.rhodeshouse.ox.ac.uk](http://www.rhodeshouse.ox.ac.uk).

**To apply**
Please send your curriculum vitae (not longer than 3 pages) plus covering letter (no longer than 2 pages) and the contact details of at least two referees (these will not be contacted without applicant’s permission) to recruitment@rhodeshouse.ox.ac.uk.

Applications must be submitted by **12:00 noon (BST) on Friday 24th July 2020.**

Enquiries about the vacancy can be directed to the Associate Executive Director, Operations and Organizational Development, Natasha Forrest at n.forrest@atlanticfellows.org.