

POSITION DESCRIPTION

Position Title	Survey and Insights Manager
Time Commitment	Full-time (1.0 FTE) permanent, ongoing
Award Classification	SCHADS 6
Location	Melbourne or remotely-based in timezone +/- 3 AEST (AEDST)

ABOUT THE ORGANISATION

WHO ARE WE?

IWDA is an Australian-based organization, resourcing diverse women's rights organisations primarily in Asia and the Pacific and contributing to global feminist movements to advance our vision of gender equality for all.

OUR VISION

Gender equality for all

OUR PURPOSE

To defend and advance the rights of diverse women and girls

VALUES

Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023

1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of power, leadership and civic space; freedom from violence; and gendered climate justice
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

International Women's Development Agency (IWDA) has an EEO exemption (H204/2021 and requests applications only from people who identify as women.

IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries where we are working.

Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct.

POSITION SUMMARY

The program

Equality Insights is a flagship program of IWDA that aims to redefine how poverty is understood and measured and inspire wider change, in measurement standards and approaches and in gender equality outcomes. Built on more than 14 years' of research and refinement, Equality Insights provides a conceptual framework, methodology and associated survey to enable individual-level, gender-sensitive measurement of multidimensional poverty and inequality. The survey asks concrete questions about 15 dimensions of life plus assets to better understand how poverty is experienced by individuals. The result is an evidence base of (otherwise invisible) insights to inspire and enable targeted and transformative change.

In 2021, IWDA commenced a program of work, supported by the Australian Government, to improve the gender equality outcomes of COVID-19 recovery in the Pacific through increasing the availability of data that makes the specific circumstances of women visible, and supporting that data to be used for gender-

responsive planning, programming, advocacy and resource allocations. In the first year, the focus of the program was the development of a new Equality Insights survey variant *Equality Insights Rapid*, that is brief and can be implemented without face-to-face enumeration.

The successful candidate in this recruitment will join the program at a time when data collection in two countries—Solomon Islands and Tonga—are nearing completion. Though the role has cyclical elements across the [data value chain](#) (from data production to uptake, use and impact) the first six months of the role will be focused on data processing, publication, dissemination and uptake.

The current program, which concludes at the end of December 2022, is organised around four action areas:

1. Improved evidence base for implementing COVID-19 recovery that advances gender equality in selected Pacific countries
2. Decision-makers and change agents can access and are using *Equality Insights Rapid* data
3. Policy, programming, advocacy and/or resource allocations for COVID recovery is informed by *Equality Insights Rapid* data in at least two countries
4. Regional actors recognise and use Equality Insights data and/or tools

The role

ACTION AREA 1: between commencement and the end of 2022, the Survey and Insights Manager will:

- Support the Statistics and Analysis Lead in all elements of data processing to prepare the data sets for analysis and reporting.
- Support data analysis, including finalisation of the analysis plan and developing scripts.
- Lead interpretation of data and report writing within the team, collaborating across the team and with in-country stakeholders from Solomon Islands and Tonga as appropriate.
- Lead on visualising the data in a clear manner to increase communicability of findings.

The role-holder will also proactively identify and contribute to opportunities to improve global recognition of the contribution of *Equality Insights Rapid* to gender-sensitive measurement of multidimensional poverty and inequality, through general public communications and submissions to peer-reviewed journals.

In different phases of the project cycle (ie beyond the next six months) the Survey and Insights Manager will play a lead role in data collection set up and implementation.

ACTION AREA 2: between commencement and the end of 2022, the Survey and Insights Manager will:

- Act as the main liaison person between the program and the technology provider (already under contract) to lead the finalisation of the online data access platform. Support on technical elements of finalisation will be provided by the Statistics and Analysis Lead. Administrative and contract support will come from the Senior Program Manager and Research Coordinator.
- Identify opportunities to integrate use of the data access platform into capacity development resources and learning programs.

ACTION AREA 3: between commencement and the end of 2022, the Data Use Manager will provide input to support the development of specific capacity building modules at the request of the Special Advisor. This may include identifying priority interests and needs of in-country stakeholders and creating specific analysis and insights that will support training on data use.

ACTION AREA 4: between commencement and the end of 2022, and where capacity allows, the role-holder will contribute technically to meetings, webinars and other engagements with regional and multilateral organisations including the Pacific Community and relevant UN agencies, governments and civil society organisations.

KEY RELATIONSHIPS

Reports to:	Senior Program Manager, Equality Insights
Internal:	Statistics and Analysis Lead, Strategic Advisor, Communications Coordinator
External:	In-country stakeholders including data collection partners (currently, Tonga Statistics Department & Dignity Pasifik and Ministry of Women, Youth, Children and Family Affairs, Solomon Islands); data users; technology provider

KEY RESPONSIBILITIES

First Six Months:

1. Quickly build your understanding of *Equality Insights Rapid* and its foundational predecessors as a tool for improving gender-sensitive measurement of multidimensional poverty and inequality and inspiring change to support effectiveness in the role.
2. Support the Statistics and Analysis Lead in all elements of data processing to prepare the data sets for analysis and reporting.
3. Support data analysis, including finalisation of the analysis plan and developing scripts.
4. Lead the interpretation and report writing within the team, collaborating across the team and with in-country stakeholders from Solomon Islands and Tonga as appropriate.
5. Lead on visualising the data in a clear manner to increase communicability of findings.
6. Proactively identify and contribute to opportunities to improve global recognition of the contribution of *Equality Insights' Rapid* to gender-sensitive measurement of multidimensional poverty and inequality, through general public communications and submissions to peer-reviewed journals.
7. Act as the main liaison person between the program and the technology provider (already under contract) to lead the finalisation of the online data platform. Support on technical elements of the finalisation will be provided by the Statistics and Analysis Lead. Administrative and contract support will come from the Senior Program Manager and Research Coordinator.
8. Identify opportunities to integrate use of the data access platform into capacity development resources and learning programs.
9. Provide input to support the development of specific capacity building modules as requested. This may include identifying priority interests and needs of in-country stakeholders and creating specific analysis and insights that will support training on data use.
10. Contribute technically to meetings, webinars and other engagements with regional and multilateral organisations including the Pacific Community and relevant UN agencies, governments and civil society organisations, in line with capacity.
11. Participate in organisation-wide processes, including Monitoring, Evaluation and Learning, budgeting and reporting, and compliance, training and development.

Recognising the cyclical elements of the work across the data value chain, future responsibilities of the role may include:

1. Data collection set up and implementation including:
 - i) digitisation of survey instruments
 - ii) optimising use of data collection software (currently SurveyCTO)
 - iii) overseeing partnerships development with actors in countries where data is collected, including National Statistics Offices, relevant government ministries and institutions including national machineries of women, ministries of planning, women's rights organisations and organisations of people with a disability
 - iv) oversee instrument contextualisation, translation and data linkage strategies where relevant
 - v) develop contextualised enumerator training materials drawing from existing materials
 - vi) update global materials (surveys, training materials) to reflect learning and adjustments following use.

SELECTION CRITERIA	
Technical Experience	Behavioural Competencies
<p>Essential</p> <ol style="list-style-type: none"> 1. Completed postgraduate level university qualification in statistics or at least five years' relevant experience with quantitative analysis 2. Demonstrated experience in quantitative analysis, interpretation and reporting, particularly to non-technical audiences 3. Strong knowledge of and experience with a statistical software package, preferably STATA or R 4. Strong oral and written communications in English 5. Demonstrated ability to work collaboratively across cultures and using a combination of virtual and in-person methods 6. Ability to work autonomously under general direction 7. Excellent time management and track record of delivering on-time and budget <p>Desirable</p> <ol style="list-style-type: none"> 8. Experience conducting data collection; 9. Previous experience working with gender data 10. Previous experience working with NGOs and in the development sector 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making
GENERAL CONDITIONS	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter. 	
TRAVEL REQUIREMENTS	
<p>This role may require some domestic travel, and/or international travel. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations may be required and staff should be confident and fit to travel to these locations.</p>	