



DATA OFFICER – TRANS LEARNING PARTNERSHIP (TLP)

JOB DESCRIPTION

Reports to: Research Coordinator

Location: Ladbroke Grove, London W10. Home working likely for the foreseeable future. Some travel to partner agencies may be required.

Salary: £28,000 FTE pro rata for 2 days per week, plus pension contribution

Responsible for: Delivering the Trans Learning Partnership's monitoring and evaluation framework – setting up a suitable platform and ensuring complete and compatible data transfer and analysis from TLP partner organisations.

All resources, software and equipment required for the role will be provided by Spectra.

Main purpose of the role

Spectra has delivered services to a range of under-served and often marginalised communities since 1996. In 2019 Spectra brokered a new partnership – the Trans Learning Partnership – whose aim is to develop a robust service and advocacy-oriented evidence base to meet the needs of trans organisations, their service users and stakeholders.

This partnership now requires a skilled and committed person to implement a monitoring, verification and evaluation (MVE) platform which will host and support data comparison and benchmarking between the 4 agencies of the TLP (initially) and potentially broader trans service delivery agencies. This will inform service development and delivery to improve services to trans and non-binary (TNB) people.

The main purpose of the role is to develop systems, maintain, collate, validate and analyse TLP datasets to provide the evidence base required to assess the impact of and improve services to TNB people.

The postholder will work closely with the Research Coordinator of the TLP, Spectra's Research and Performance Manager, and data officers in the other 3 partner agencies to ensure that services are able to report robust and comparable data.

Main responsibilities and accountabilities

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- 1 To provide effective and insightful analysis of comparative performance and service data
- 2 To input to performance and outcomes frameworks
- 3 To produce regular and ad-hoc reports using a range of data tools and written reports
- 4 To ensure the TLP has the systems and processes in place to capture data effectively for comparison and service improvement
- 5 To ensure services are able to respond to emerging data and evidence of new need
- 6 To provide support and training to TLP and partner agency staff around data collection and reporting as and when required.
- 7 To create innovative analyses of internal and external datasets using existing and new tools and technologies.
- 8 To be an active and positive member of the team
- 9 To develop and maintain TLP databases
- 10 To do other related duties to this role, as required.

This is an outline role description and may be subject to change in consultation with the post holder.



PERSON SPECIFICATION

Qualifications and experience
Proven experience and skills in data collection, analysis, reporting and visualisation.
Experience of using statistical software, such as R or SAS.
High competency in using Microsoft Power BI, Google Data Studio and/or CRM databases.
Working knowledge and experience of database administrative and development processes.
As a peer delivery agency, we encourage individuals who identify as trans, non-binary or genderqueer who bring this lived experience to the role.
Good knowledge of health and wellbeing context as it relates to trans and non-binary people
Experience of managing and analysing quantitative datasets
Experience of using data to improve services and outcomes for individuals
Experience of providing training and support to colleagues
Ability to create and report accurate analyses with a high attention to detail
Knowledge, skills and abilities
Excellent oral and written communication skills, including the ability to communicate with clarity on complex information and the ability to hold others to clearly communicated project deadlines.
A strong understanding of contemporary trans and non-binary language use and how this relates to questions of categorisation
Ability to work effectively within a team and across partner organisations
Excellent interpersonal and communication skills with a wide range of professionals and stakeholders
Ability to contribute to method improvement.
Ability to work to deadlines and prioritise workload.

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Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities
An eye for detail and ability to work carefully and methodically
Solution focused 'can do' attitude
Flexible and adaptable

Spectra standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policies in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Signature –job holder

Signed:.....
Dated:.....