

## JOB DESCRIPTION

<b>Job title:</b>	<b>Enterprise Analyst</b>	<b>Location:</b>	<b>London, UK</b>
<b>Department:</b>	<b>Management</b>	<b>Length of contract:</b>	<b>Permanent</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 30% international travel</b>	<b>Child safeguarding level:</b>	<b>4, low risk</b>
<b>Reporting to:</b>	<b>Senior Executive Assistant</b>	<b>Direct reports:</b>	<b>None</b>
	<b>Dotted line manager: Chief Executive</b>		

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Job purpose

The purpose of this role is to lead and support on internal and external analysis, converting a breadth of knowledge and data into relevant, innovative and timely insights. These insights will contribute to strategic alignment, enhance decision-making and strengthen competitive positioning, ultimately advancing Malaria Consortium's mission within complex and changing environments, demonstrating flexibility and responsiveness to emerging challenges and opportunities.

### Scope of work

The Enterprise Analyst will provide organisation and external analysis to support leadership decisions around current & future activities considering strategic alignment, organisation positioning and readiness, to enhance Malaria Consortium's flexibility and responsiveness to emerging challenges and opportunities. The role will also contribute to the building of business cases to support new opportunities within innovation and investment and provide insights into critical decisions when resources may be constrained and competing. The Enterprise Analyst will have an in depth

understanding of the sector & relevant wider environment as it stands and will have the ability to read anticipated and future trends translating this into timely insights within risk, opportunity and threats to facilitate the organisation remaining agile and responsive. The role will also build capabilities across the organisation to facilitate teams being able to analyse their own environment and translate this into timely organisation insight.

### **Key working relationships**

- Works closely with the Chief Executive, with a dotted reporting line
- Liaises with function-level teams across the organization
- Works closely with members of the Global Management Group (GMG) and other senior leaders within the organisation, including the Organisation Impact Specialist
- Works closely with the business development team and Risk Manager.
- Externally the postholder will periodically liaise with counterparts in partner organisations and funding entities

### **Key accountabilities**

#### **1. External Analysis**

- Provide timely & relevant in-depth knowledge and insight on the sector and wider external environment including at national, regional & global levels.
- Perform trend analysis including current and future trends to identify opportunities, investment & innovation areas alongside identifying blind spots, current and anticipated risks for the organisation.
- Perform periodic competitive analysis in relation to current organisation positioning and future opportunities.
- Prepare and contribute to internal reporting to senior leadership and establish formats to share insights across the organisation.
- Contribute to the development of organisational capabilities for horizon scanning, reading and analysis of trends and developments within the sector, competitors and local environments.

#### **2. Internal Analysis**

- Conduct organisation readiness & feasibility studies including cost benefit analysis and organisation wide impact as potential opportunities arise.
- Conduct periodic relevant analyses in relation to Malaria Consortium's general standing and in relation to potential new activities.
- Contribute insights on the organisation's current operating model & portfolio, weighting of current activities and positioning to ensure strategic alignment & appropriate investment of resources.
- Provide relevant analysis to senior leadership on the organisation's key strengths, weaknesses and strategic areas improvement to build organisation resilience, competitive advantage and sustainability.

#### **3. Other**

- Lead on organisation initiatives to strengthen continuous awareness of strategic alignment, organisation positioning and readiness.
- Build capabilities within senior management at country and regional levels to facilitate the growth of timely & relevant insights and actions.
- Contribute to the strengthening and development of continuous data and relevant data pipelines.
- Provide guidance, training, and subject matter expertise as required.
- Special project work as required.

## Person specification

### Qualifications and experience:

#### *Essential*

- Relevant degree in Business, Computer Science, Finance, Business/Administration, Information Systems, Business/Management, Accounting, Statistics.
- Good sector awareness, ideally with previous experience in the global health sphere.
- Experience of assisting organisations with strategic alignment positioning & decision making.
- Experience with quantitative and qualitative analytical methodologies proving internal and external insights.
- Experience working with complex and big data.
- Experience with data visualisation and communicating complex data in a straightforward and easy to understand manner, including dashboards.
- Experience of preparing succinct management reports.
- Experience of working closely with diverse teams and stakeholders with decision-making responsibilities.

#### *Desirable*

- Experience in adaptive management at an organisational level
- Experience working in matrix structures
- Experience working with complex data such as financial, management, operations, programmes and human resources
- Experience in algorithm development and model training

### Work-based skills:

#### *Essential*

- Proficiency in relevant analytical software, specifically for analysis of quantitative organisational data and large complex datasets
- Proficiency in MS Office software, particularly Excel
- Familiar with relevant AI-powered solutions
- Good understanding of cost-benefit analysis, cost-effectiveness analysis, value-for-money estimation, return-on-investment analysis
- Fluency in written and spoken English
- Excellent analytical, problem solving, planning and organizing skills
- Ability to work under pressure to meet deadlines
- Able to work effectively as part of a diverse team
- Ability to work across and build working relationships with internal teams in a positive and constructive way
- Ability to adapt quickly to changing organisational needs
- Ability and willingness to travel to country offices
- Excellent interpersonal, communication, presentation and influencing skills
- Committed to Malaria Consortium's mission and values

#### *Desirable*

- Excellent project management skills
- Ability to train and support others to adopt approaches that are developed

<b>Core competencies:</b>
<b>Delivering results</b>
<b>LEVEL C- Supports others to achieve results</b> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL C - Works confidently with complex data to support work</b> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL C - Adapts communications effectively</b> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<ul style="list-style-type: none"> <li>✓ <b>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</b> Builds strong networks internally</li> <li>✓ Participates actively in external networks and/or think tanks.</li> <li>✓ Engages with relevant experts to gather and evaluate evidence</li> <li>✓ Shares and implements good practice with internal and external peers</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL C - Effectively leads and motivates others or direct reports.</b> <ul style="list-style-type: none"> <li>✓ Gives regular, timely and appropriate feedback,</li> <li>✓ Acknowledges good performance and deals with issues concerning poor performance</li> <li>✓ Carries out staff assessment and development activities conscientiously and effectively</li> <li>✓ Develops the skills and competences of others through the development and application of skills</li> <li>✓ Coaches and supports team members when they have difficulties</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL C - Supports others to cope with pressure</b> <ul style="list-style-type: none"> <li>✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same</li> <li>✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations</li> <li>✓ Sets realistic deadlines and goals for self or team</li> </ul>
<b>Living the values</b>
<b>LEVEL C - Supports others to live Malaria Consortium's values</b> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL C – Keeps up to date with the internal and external environment</b> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>