

# Data Analyst - 12 month Fixed Term Contract (parental leave cover)

## Key information

This is a 12 month fixed term contract (parental leave cover)

Salary: £47,922 + profit share per year (full-time equivalent, pro-rated for part-time working)

This is a flat pay structure across all employees of the coop. Members may also decide to distribute a portion of company profits between all staff at the end of the financial year.

Working pattern:

- Full-time as 37.5 hours per week or
- Part-time as 30 hours per week

Location: Remote, UK-wide with occasional national travel to meet with colleagues in-person

We are committed to the safety and well being of our members and employees and offer a range of support for employees, to ensure that work travel complements your life situation. Travel expenses are covered by Open Data Services.

Benefits:

- 8% pension contribution
- co-working space budget
- £1,000 + 5 days annual training budget
- health cash plan
- group life insurance
- generous parental leave
- a health and wellbeing service that includes GP consultations and counselling
- cycle-to-work scheme
- 33 Days Holiday allowance - inclusive of bank holidays

We welcome applications for part-time working and particularly welcome applications from people who are underrepresented in the tech sector, including women and people of colour.

Deadline for applications: 26th April

## About Open Data Services

Open Data Services Co-operative (ODS) was founded in 2015 to help mission-driven organisations design and deliver data initiatives that create lasting impact. Joining our team means you'll contribute to our mission to help people use data to deliver social impact. Since 2015, we've worked on projects that have made a difference – like [finding out who owns and controls companies](#), [making public procurement more open](#), or [tracking international aid spending](#).

We're building an organisation that works well for the people in it, delivers for clients, and contributes something useful to the wider world. Our work sits where data, policy and social impact meet. We help our partners build data infrastructure and tools that are usable, robust and designed to last.

We're a worker co-operative, owned and governed by our staff. We use an equal pay model, including a profit share. Our team of 22 people work across data architecture, software engineering, analysis, strategy, operations and communications. We work remotely by design, with practices that support thoughtful collaboration across roles, disciplines and time zones.

In practice, that means you'll have opportunities to contribute to decisions about how the co-op runs – including areas that sit behind the scenes in many organisations, like finance, strategy, staff well-being, technology and ethics. You don't need to be a specialist in those areas, but you'll be able to take part, learn, and support people who are.

If you like work that is purposeful, technically thorough, and connected to practical outcomes, you'll likely feel at home here. People tend to do well here when they are comfortable working in ambiguity, focused on practical outcomes and motivated by public interest work.

You don't need previous experience in a co-op, but you do need to be interested in working in this way.

## The role

You'll join our team, helping our clients (government agencies, civil society organisations and data standards initiatives) to open up data. We work on a wide range of themes, including international development, corporate ownership and control, public procurement, infrastructure, and grant-giving. This role supports our work with the International Aid Transparency Initiative (IATI).

Our IATI Support team:

- supports new reporting organisations from the point of registration to their initial publication.
- helps existing reporting organisations to improve the quality of the data that they publish to the IATI Standard.
- gives expert advice to users of IATI data, who might be from governments, non-government organisations or academia, amongst others.
- develops and maintains data analysis notebooks in support of the initiative

Through this role, organisations and users are supported through the process of publishing and improving IATI data from a technical perspective.

Responsibilities:

- contribute towards the smooth running of the IATI Support Service
- process the registration of new reporting organisations to the IATI Standard
- triage new requests as they come into IATI Support
- maintain existing data analysis products written in python and SQL

- develop and present your own data analysis products in collaboration with colleagues
- learn and understand the IATI Standard and be able to advise reporting organisations and data users on its application
- learn and understand the data publication tools available to reporting organisations and give advice on their use
- learn and understand the tools available to data users and give advice on their use
- identify bugs in the software tools supported by IATI and raise these with our development team
- write clear, user focused documentation where gaps are identified and when software products are created or updated

You'll spend your first three to six months working primarily on first and second-line support, in order to build up IATI-specific knowledge and to acquaint yourself with the tools that support its publication and use.

During this time you'll also take over the maintenance and development of some of our data analysis products.

## **Skills, knowledge and experience**

We welcome and encourage applications from people who have not taken a traditional route to gain the skills they have today; we do not look for particular qualifications, education or employment histories.

To succeed in this role you will be able to demonstrate that you:

- have an understanding of one or more structured data formats such as JSON, XML, relational databases, spreadsheets, etc.
- understand different data formats and have had some exposure to schemas and data standards
- can check datasets against a standard and advise reporting organisations on how to improve their data quality
- can deliver high-quality technical analysis, including being able to link technical detail with subject matter expertise
- can analyse, clean or visualise data using Python, R, SQL or other technologies
- have experience working in a technical support role and are comfortable using customer support software
- can work directly with clients and stakeholders to gather and analyse requirements and constraints for data-related processes, products and tools
- can work collaboratively with other team members, including other data analysts and developers, and ensure that responses to issues raised are high quality and on time
- are an excellent communicator (both written and verbal) and confident presenting complex technical information and analysis to groups with mixed levels of technical expertise
- are confident working autonomously, managing and prioritising your workload, checking in and coordinating with others as needed

You would benefit from experience working with International Aid Transparency Initiative data, but this is not a requirement. If you don't have this experience, you're keen to learn on the job, supported by your colleagues. A background in international and/or humanitarian aid is an advantage.

## The application process

When you apply you'll be taken through to an application form and asked:

- for your contact information, right to work status (you must have the right to live and work in the UK) and any practical needs or adjustments to support the recruitment process
  - to upload a copy of your CV
  - to answer the following questions to assess your suitability for the position. You may wish to prepare your answers elsewhere before pasting them into the application form.
1. As part of this role, you'll support organisations to publish data to the IATI standard. This includes managing and triaging technical support requests submitted via email. Using a specific example, tell us about a time you handled a technical support request to help someone with a data and/or software related query. What was the request, what steps did you take and what was the outcome.[500 words]
  2. Describe an occasion when you received a request to do some work at short notice. How did you clarify what was needed and how did you then plan the work. If this request had come from a client, what additional considerations would influence your approach?" [500 words]
  3. *Describe the following data sample including: the data format, what data standard it conforms to, what it represents, and any issues with the data.*

```
"transactions": [{"id": "ocds-213czf-000-00001-1","source":  
"https://openspending.org/uk-barnet-spending/","date": "2010-08-01T00:00:00Z","value":  
{"amount": 50000,"currency": "GBP"},"payer": {"id": "GB-LAC-E09000003","name":  
"London Borough of Barnet"},"payee": {"id": "GB-COH-11111111","name": "AnyCorp Cycle  
Provision"},"uri":  
"https://openspending.org/uk-barnet-spending/transaction/asd9235qaghvs1059620yw  
hgai"}, {"id": "ocds-213czf-000-00001-2","source":  
"https://openspending.org/uk-barnet-spending/","date": "2010-10-01T00:00:00Z","value":  
{"amount": 10000,"currency": "GBP"},"payer": {"id": "GB-LAC-E09000003","name":  
"London Borough of Barnet"},"payee": {"id": "GB-COH-11111111","name": "AnyCorp Cycle  
Provision"}]
```

[500 words]

4. Give an example of a time when you troubleshooted someone else's code. Explain the situation, what action you took and whether you were able to fix the problem. Please note that we are looking for how you approached the task more than the technical details. [500 words]
5. Open Data Services Cooperative is a small (22 employees) organisation, with a relatively flat structure, where most employees are involved in running the business,

beyond what is in their job title.

We work with a wide range of non-profit organisations across the globe, often with open data standards but more generally in the field of "data for the public good".

Our work contributes to a wide range of sectors, from tracking international aid or charity grants to the sharing of data on corporate social responsibility or climate risks.

Please tell us both why you want to join our organisation and what excites you about the work we do? What particular skills, experience, or perspective can you bring to our team? [up to 500 words]

The deadline to apply is: 26th April

The recruitment process for this role is being managed by Radiate Hiring Limited on behalf of the Open Data Services.

Applications should be submitted via the application form linked in this advert. Radiate Hiring will manage the application process in accordance with their privacy policy.

Shortlisted candidates will receive communication around next steps from Open Data Services.

If you have any questions about the application process, please contact Radiate Hiring at [applications@radiatehiring.com](mailto:applications@radiatehiring.com).

A note on using AI to assist your application:

We recognise that AI tools are increasingly used in the workplace. Whilst you may use AI to help you with your application, it is important to ensure your answers truly reflect your own experience and work. If shortlisted, you should be prepared to discuss and expand on your responses during the interview.

Bear in mind that reviewers read many applications and AI-generated responses can often sound generic, which may make it harder for your application to stand out.

## What happens after you apply?

Once you apply, your application will be reviewed and scored against the criteria set out in this job description. After the closing date, we will be in touch to confirm whether your application has been shortlisted or not.

If you are shortlisted for interview then online 5th or 7th May

Travel expenses can be reimbursed for face to face interviews.

We want the process to be clear and useful, both for us and for you. We'll share details of each stage in advance, including what to expect and how to prepare. We aim to make this process a genuine two-way conversation, so you can get a good sense of whether ODS is the right fit for you, too.