



JOB DESCRIPTION & PERSON SPECIFICATION

IRISi DATA SCIENTIST

Salary:	£31,346 (pro rata)
Hours:	21 per week
Location:	IRISi Bristol office or home based.
Annual Leave:	25 days p.a. plus 8 bank holidays (pro-rata)
Pension:	3% pension contribution (after successful completion of four-month probationary period)
Probationary period:	Four months
Employer:	IRISi
Reporting to:	IRIS Network Director, IRISi

OVERVIEW

IRISi is a social enterprise established 2017. IRISi's vision is a world in which gender-based violence is consistently recognised as a health issue. Our mission is to promote and improve the healthcare response to gender-based violence (GBV) through health and specialist services working together. We are working towards having a suite of evidence-based health, domestic abuse and sexual violence programmes that can be commissioned locally.

The Role

The post holder needs experience of building, implementing and managing databases (both online and offline). They also require the experience to support data management and data analysis our current and developing work and organisation.

MAIN DUTIES AND RESPONSIBILITIES:

Data system management, support and training

The postholder will manage the current data system used by IRISi and by our partners in their delivery of our programmes and be responsible for:

- Managing the data system
- Ensuring all IRISi staff have access to and are trained (by the Data Scientist) to use the data system at the level appropriate for their role
- Ensuring that key local team members at all our partner organisations that are delivering our commissionable services have access to and are trained to use

the data system at the level appropriate for their role within the IRIS/ADVISE programmes

- Ensuring that key local team members at all our partner organisations that are delivering our commissionable services are using the data system to collate and submit their data to IRISi within our required timeframes
- Having oversight of whether and to what extent local team members are using the data system, and if necessary, reminding local team members to submit their data
- Supporting IRISi's partners to use their own and national data to inform their local work (e.g., by benchmarking their successes and identifying trends and rooms for improvement), demonstrate impact and social value to support ongoing funding, sustainability and growth of their local IRIS and/or ADVISE programmes

Ensuring that all IRIS partners submit the appropriate data to this database on a quarterly basis and:

- Requesting data on quarterly basis
- Chasing it if not sent setting clear deadlines and expectations
- Cleaning data
- Producing tables and graphs for National Report

Data system development

- Liaising with the data system developers as required to troubleshoot, develop and refine the system
- Work closely with senior staff to lead on development work for new modules for the data system as required to support new programmes of work developed by IRISi

Data analysis and evaluation

- Produce and save standard reports to enable IRISi partners to run reports autonomously.

Running reports from the data system as requested by IRISi colleagues

- Working with the Network Director, use the data collected through the data system to analyse and evaluate the development and progress of programmes both across and between sites, including identifying trends, omissions and areas for improvement in data collection
- Producing annual, national reports across all our commissionable programmes, including: Transferring the most recent years' worth of data to an appropriate programme e.g., STATA
- Cleaning the data
- Producing a report highlighting achievements and key trends
- Working with the IRISi Comms Manager and nominated designer to produce a visually engaging version of the report



- Giving consideration to and advising the senior team on how the data can better support IRISi's campaigning/lobbying ambitions
- Working closely with the IRISi Comms Manager to utilise and disseminate the data in communications with the sites running our programmes and in public communications and promotional work

Data Storage

- Ensuring that site data, including that related to quality management, are stored and protected in such a way that IRISi is not in breach of any obligations regarding data storage and data protection
- Be GDPR lead for IRISi

Additional Responsibilities

- Supporting the IRISi team in all in-house research or evaluation-related work across the organisation's projects, including:
 - Giving consideration to subject areas that would benefit from in-depth evaluation or research
 - Working with IRISi colleagues on occasional one-off pieces of in-house research or evaluation

Customer Relationship Management System (CRM)

IRISi is working to establish a CRM to manage stakeholder contacts and details. This is the essential, "go to" place for IRISi staff seeking information or contacts within a particular IRIS area. The postholder will:

- Be the lead contact within IRISi with the developer to troubleshoot, develop and expand the system
- Ensure team members are trained and supported in the use of the CRM including initial input, updates and running reports

Person Specification

- Experienced in use of STATA or R or similar software
- Hold a Masters Degree in Data Science, Computer Science, Statistics or other quantitative background.
- In the absence of a Masters degree, have equivalent experience

How to apply

Please visit the news pages of www.iris.org for an application form.

Please email completed application forms to Lucy Downes, lucy.downes@iris.org

Applications close at 9.00am on 31 January 2022. Successful candidates will be invited to interview via zoom on the morning of 4 February 2022.