

Job Specification:	HEAD OF PROGRAMMES INFORMATION MANAGEMENT
Department:	Programme Quality Team, Programmes Department
Scale:	HQ6
Line managed by:	Programme Quality Director
Responsible for line managing:	Information Management Officer, Enterprise GIS and Analytics Manager.
Location:	Manchester-based, remote or in appropriate MAG programme location

**MAG's Vision:** A safe and secure future for men, women and children affected by armed violence and conflict.

**MAG's Mission:** MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

**Job Purpose:**

Responsible for designing, developing and embedding the information management structures and systems required to support the delivery of safe, efficient and effective operations in both mine action and AVR-related work.

Work with colleagues in the PQT and in Programmes to identify areas in which IM systems can improve MAG's ability to manage, monitor and evaluate our work, and ensure that programmes have appropriate support and guidance on how to embed these systems into the programme structure, and that align with overall strategic objectives at country, regional and organisational level.

**Job Description**

**Design and delivery of IM systems**

- Identify current gaps and needs in the IM systems related to operational management and monitoring.
- Build on existing work on the development of OMIS 2.0 to establish a project implementation plan aimed at creating a unified and consistent IM system in MAG for the delivery of operational activities.
- Assess capacity and resource needs required to deliver operationally focussed IM Systems, and develop an appropriate team structure and budget to deliver on planned and newly established commitments.
- Work closely with colleagues in the Standards, Training and Compliance Unit to ensure that MAG's programme IM systems are in line with and adapting to changing operational processes and procedures
- Ensure that MAG's programme-focussed IM systems and structures are integrated into wider organisational IM structures where feasible and appropriate
- Lead innovation through technologies with a focus on understanding and evaluating industry trends and collaborate with industry technology leaders
- Lead on the development of training packages, policies and guidance notes with regards to the use and implementation of programme IM systems
- Lead on strengthening and enable information sharing and linkages MAG systems such as supporting programme management, financial management and other systems, as well as to primary and secondary data sources held to enable improved reporting and analysis.

- Ensure effective use of technology across the Programme Information Management Unit (PIMU), including working with MAG HQ IT team to provide ongoing maintenance and continuous improvement of IT systems and platforms

#### Team management and programme support

- Identify and lead on recruitment of a PIMU within the Programme Quality Team
- Provide management support and technical guidance where appropriate to the PIM Unit
- Guide and provide support to management staff in MAG international programmes with regards to the establishment, rollout, and ongoing use of IM systems.
- Manage PIMU staff in the provision of technical and GIS related support to programmes
- Develop and deliver training and mentoring plans to ensure the continual development of skills and competence of relevant staff.
- Provide subject matter expert advice, guidance and support to international MAG Programmes relating to information management, GIS and OMIS.
- Identify external training or lead on the design and delivery of internal training that will enhance MAG's overall information management capacity

#### Representation and liaison

- Develop a network of relationships with MAG IM/GIS staff and other IM staff in the humanitarian sector (iMMAP, GICHD, UNMAS, NGOs, etc.) at the regional and international levels and actively seek opportunities for formal and informal cooperation
- Represent MAG at relevant international conferences and meetings
- Produce content, such as articles, blogs, case studies and so on that highlight MAG's work in the use of IM Systems to improve operational efficiency and effectiveness
- Support the GR Team and programmes in representing MAG's work to relevant donors, national authorities and so on
- Identify opportunities to establish partnerships with other organisations that will enhance the use of information and data within MAG's programming activities and improve contextual understanding

#### Monitoring, Learning and Evaluation

- Play a key role in integrating MAG's information management systems to any emerging MEAL framework
- Ensure that MAG's information management system is able to provide relevant data that enable effective project and programme level monitoring and evaluation
- Support external evaluations through the provision of information contained within MAG's IM systems
- Work with colleagues in the PQT to identify areas of improvement, lessons learned, best practice and so on that can enhance MAG's overall programme delivery.

#### All International staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Strong track record in progressively responsible experience in implementing and managing IM/GIS projects
- Field experience in all relevant IM/GIS operational approaches and methodologies.
- Experience of undertaking quality assurance and monitoring and evaluation of IM/GIS projects.
- Experience of working with IMSMA
- Experience working with national authorities
- Experience in spatial analysis applied to performance analysis mapping, contamination mapping and other (e.g. flood, earthquake etc.)
- Using ArcGIS Enterprise and ArcGIS online
- Proven track record of report writing.

Essential Skills and Knowledge

- Fluent written and spoken English, and proficiency in another relevant language (for example Arabic, French, Spanish)
- Experience of designing and successfully implementing relevant projects
- Demonstrated experience in relevant information management systems and/or GIS systems, or a related field with concentration in technology applications.
- A high level of proficiency in MS Office applications and databases.
- Strong knowledge of ESRI ArcGIS Platforms (ArcGIS Desktop, ArcGIS Online).
- Proficiency in producing high quality written reports and supporting graphics against tight deadlines, for internal and external distribution.
- An efficient self-starter with an ability to work alone and as part of a team, prioritise tasks, and deliver against deadlines.
- Excellent interpersonal skills with the ability to build effective working relationship and influence a variety of stakeholders.
- Good project management and organisational skills including ability to plan, think strategically and make sound decisions.

Signed employee:	Date:
Signed manager:	Date:

March 2023