



pobal

government supporting communities



## Human Resources Pobal

### Job Description

### Data & Analytics – Grade 3



**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government

# About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

## About Data & Analytics

The Data & Analytics Directorate has responsibility for monitoring and reporting on the programmes managed by Pobal. This is achieved through the provision of technical expertise across the areas of data analysis, reporting, business intelligence, advanced analytics, data science, as well as research and evaluation.

## Job Description and Person Specification

<b>Role</b>	<b>Monitoring, Reporting and Shared Learning Co-Ordinator</b>
<b>Directorate</b>	<b>Data &amp; Analytics</b>
<b>Unit</b>	<b>Monitoring, Analysis &amp; Outcomes</b>
<b>Grade</b>	<b>3</b>
<b>Reporting to</b>	<b>SIE Team Lead</b>

### Role Purpose

The post holder will be responsible for completing all necessary monitoring, analysis and reporting work to fulfil Pobal's contractual requirements in relation to the Special EU Programmes Body (SEUPB) PEACEPLUS programme.

PEACEPLUS is a new cross-border funding Programme supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration.



The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes.

## Role Requirements

### Role Requirement 1

#### Monitoring

- Develop reporting procedures for the PEACEPLUS programme.
- Develop monitoring guidance and training materials for beneficiaries, including a milestone guidance document.
- Liaise with contracted support partner in the dissemination of monitoring guidance and training materials for beneficiaries to funded projects.
- Perform quality control by checking data quality and validity.
- Liaise with PEACEPLUS Social Inclusion & Employment Operations (SI&E Ops) Team to address any quality issues identified and provide direction and support for better data management.
- Monitor and document the process of the Simplified Cost Option (SCO), and any subsequent learnings.
- Collate monitoring and other data to showcase learning from the programme, e.g. through case studies.
- Organise and deliver a series of Shared Learning Events in the programme area to funded projects and other stakeholders.

### Role Requirement 2

#### Data Analysis & Reporting

- Extract and analyse monitoring data collected using programme's IT system.
- Conduct data analysis and prepare reports to meet SEUPB's deadlines.
- Coordinate collation of programme data at required intervals i.e. monthly, mid-term, annual and in required formats.
- Contribute to the preparation of Board/SEUPBs reports and answering Funder and Parliamentary queries as required.
- Contribute to EU and/or SEUPB programme evaluations, which may include the coordination of external evaluation of the programme through the management of third-party contracts.

### Role requirement 3

#### Support to SI&E/ FRBD and Other Relevant Units

- Work with the PEACEPLUS programme team members to scope and develop new ways of using existing datasets to produce analysis that can be used for programme design and as evidence for business decisions, including datasets from Northern Ireland relevant to programme delivery
- Attend programme team meetings and contribute to programme implementation plans.

- Support the FRBD/ SI&E operations teams in responding to funder queries where relevant.
- Provide support to Liaison Executive (Funder Liaison Unit) and Data Protection and Data Governance Officers on details of programme data.
- Assist other units in understanding the Simplified Cost Option, project milestone setting, appraisal, verification and monitoring of project milestones.

#### **Role requirement 4**

##### **People Management**

- Determine, develop and deliver training as appropriate to Pobal staff on PEACEPLUS related activity.
- Induction of new staff to the PEACEPLUS programme within scope.
- Manage assigned staff, ensuring they are equipped with a clear understanding of requirements and expectations; are developed, supported, performance managed and valued as Pobal employees and as representatives of Pobal
- Ensure that all staff adhere to regulations and procedures
- Allocate work, develop staff and ensure effective relationships in a team working context
- Lead with an agile mind-set, focused on problem solving through creative solutions, and thrive in a fast paced, high growth environment.

#### **Required Experience**

- Minimum of 2 years experience in the development of monitoring frameworks.
  - Minimum of 4 years of professional work experience, with some knowledge or a background in the community and voluntary sector and EU grant/ funding programmes.
  - Experience and/or knowledge of peace building on the Island of Ireland, including cross border and cross community work, the geography of Northern Ireland and the ROI Border Counties, including an understanding of the local context and relationships.
  - Knowledge and experience of performance monitoring systems.
  - Experience in data analysis, report preparation and writing, including evidence of the production of high-quality reports or written materials.
  - A demonstrable use of critical thinking in the production of materials.
  - Excellent communication, organisational, and interpersonal skills.
  - Proficient in MS packages e.g. Word, Excel, Outlook, Powerpoint, SharePoint portals.
- Qualifications

#### **Qualifications**

- Relevant Third Level qualification (e.g., Degree) equivalent is essential.

# Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
<b>Delivery of Results</b>	<p>Assumes personal responsibility for and delivers on agreed objectives/ goals</p> <p>Manages and progresses multiple projects and work activities successfully</p> <p>Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these</p> <p>Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner</p> <p>Use resources effectively, at all times challenging processes to improve efficiencies</p> <p>Challenges poor results or failure to achieve acceptable performance standards</p>
<b>Interpersonal and Communication Skills</b>	<p>Communicates in a fluent, logical, clear and convincing manner verbally and in writing</p> <p>Is able to listen effectively and develop a two-way dialogue quickly</p> <p>Maintains a strong focus on meeting the needs of internal and external customers &amp; stakeholders</p> <p>Effectively influences others to take action</p> <p>Works to establish mutual understanding to allow for collaborative working</p> <p>Ensures that important team, department and organisational information is shared with employees and others as appropriate</p>
<b>Analysis and Decision Making</b>	<p>Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach</p> <p>Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)</p> <p>Uses numerical data skillfully to understand and evaluate business issues</p> <p>Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</p> <p>Sees the logical implications of taking a particular position on an issue</p> <p>Is resourceful and creative, generating original approaches when solving problems and making decisions</p>
<b>People Management</b>	<p>Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</p> <p>Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</p> <p>Values and supports the development of others and the team</p> <p>Encourages and supports new and more effective ways of working</p> <p>Deals with tensions within the team in a constructive fashion</p> <p>Encourages, listens to and acts on feedback from the team to make improvements</p> <p>Actively shares information, knowledge and expertise to help the team to meet its objectives</p>
<b>Specialist Knowledge, Expertise and Self Development</b>	<p>Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.</p> <p>Develops the expertise necessary to carry out the role to a high standard and shares this with others</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation</p> <p>Consistently reviews own performance self development and sets oneself challenging goals and targets</p>
<b>Drive and Commitment to Pobal's Values</b>	<p>Consistently strives to perform at a high level</p> <p>Maintains consistent effort under pressure and is resilient to criticism or setbacks at work</p> <p>Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency</p> <p>Is personally trustworthy and can be relied upon</p> <p>Upholds the highest standards of honesty, ethics and integrity</p>

## Terms & Conditions of Employment

<b>Salary</b>	Grade 3 salary scale (€58,265 - €73,378)
<b>Contract Type</b>	The position will be a fixed term contract to August 30 <sup>th</sup> 2029 subject to funding.
<b>Probation</b>	A probationary period of six months will apply
<b>Pension</b>	Defined contribution pension scheme
<b>Annual Leave</b>	26 working days, exclusive of public holidays
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates
<b>Location</b>	Any Pobal Office – with blended working policy
<b>Blended Working Policy</b>	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland.

## Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: April 29<sup>th</sup>, 2025

Applications will not be accepted after the closing date



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Northern Ireland  
Executive  
www.northernireland.gov.uk



Rialtas na hÉireann  
Government of Ireland



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**The Change Makers programme supports projects through PEACEPLUS,  
which is managed by the Special EU Programmes Body**



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