Talking Therapies Data Administrator

## Job details

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| Job title: | Talking Therapies Data Administrator |
| Department: | NHS Talking Therapies Services |
| Location: | Remote |
| Reporting to: (job title only) | Regional Performance Manager |
| Direct reports: (job title only) | N/A |
| Accountable to: (where applicable) | Regional Performance Manager |
| Responsible to:(where applicable) |  |
| Job purpose: | * Support the Senior Data Analyst in providing accurate and proactive data to effectively manage Talking Therapies services
* To work closely with Service Leads and Talking Therapies Data team to ensure the information they receive is appropriate and meaningful to effectively manage their service
* To monitor service activity and utilisation and produce necessary Dashboards based on KPIs
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| Role and Responsibilities: | * Ensuring high levels of data compliance through the use of cleansing reports and other tools to improve quality
* Driving sharing of best practice of operational and system management across NHS Services
* Collaboration with other Data Analysts on current and future data requirements for each of their services
* Supporting the clinical team to use the patient management system effectively. Training new staff and responding to day-to-day queries
* Support in completing timely submission of national data sets and other required contract reporting within the respective timelines to external and internal stakeholders
* As this is a remote based role, there will be a need to travel to service/team away days as appropriate to ensure close working relationships with the rest of the team (approximately 2-3 times a year)
* To work closely with key business partners such as IT, HR, Finance and Transformation

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.* Be aware of the impact of your behaviour on others
* Ensure that others are treated with fairness, dignity and respect
* Maintain and develop your knowledge about what EDI is and why it is important
* Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice
* Be prepared to speak up for others if you witness bias, discrimination or prejudice
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| Clinical Governance:(where applicable) | Adherence to all VHG Clinical Governance policies and procedures |
| Training and supervision: | Where identified |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * English & Maths GCSEs grades A-C or equivalent
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| **Experience** | * Experience in a similar role
* Has worked with a data base or record keeping system
* Experienced in working independently and within a team
* Training/supporting users

 | * Experience working within Talking Therapies Healthcare Services
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| **Skills/knowledge** | * Strong general IT skills e.g. intermediate/advanced Excel skills
* Diligence & attention to detail
* Influencing and negotiation skills
* Good time management skills
* Manage multiple workstreams in a pressurised environment.
 | * Knowledge of Talking Therapies/NHS KPIs and datasets
* Knowledge of IAPTUS or other patient management system
* Knowledge of Power BI
* Strong reporting/analytical skills
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| **Specialist training** |  |  |
| **Personal competencies and qualities** | * Highly self-motivated and driven
* Passionate about delivering excellent standards
* Ability to communicate effectively to a range of stakeholders
* Interested in data and systems
* Determination to learn, develop and progress
 | * Car driver and/or ability and willingness to travel to locations throughout the organisation
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