Junior Data Analyst

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| Job title: | Junior Data Analyst |
| Department: | Corporate – MI team |
| Location: | Remote |
| Reporting to: (job title only) | Data Performance and Analytics Manager |
| Direct reports: (job title only) | n/a |
| Accountable to: (where applicable) | n/a |
| Responsible to:(where applicable) | n/a |
| Job purpose: | The Junior Data Analyst will be integral part of data/MI analysts’ team, who support the production and delivery of accurate and high-quality reports.  |
| Role and Responsibilities: | * In this role, you will be delivering against multiple stakeholder requirements, so you must be an organised and efficient individual who is a team player and is able to work alongside different business areas. You will plan your workload and ensure that the deadlines are met without sacrificing the quality or accuracy of the reports.
* You will be a data champion and look for ways of improving the report and analysis delivery.
* You will need to be competent in MS office package. You will run SQL data analysis on a regular basis as you will interrogate large and multiple sources for data quality and trends.
* You will identify the data quality issues and communicate them to the relevant teams.
* You will work with Power BI reporting tool, interpreting the data, drilling down into various measures, asking questions will be the key to your role.
* You will run monthly customer and client facing dashboard and reports which will support driving business performance and achieving internal targets.
* You will handle client’s data requests, prepare tables, charts and tell a story on the results. You will be responsible for contributing to the provision of robust and reliable data to the business stakeholders and customers.

**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) | n/a |
| Training and supervision: | Tbc |
| Additional information: | Tbc  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | HNC/HND, Degree or equivalent through experience or higher qualifications | Evidence of continued professional development or evidence of interest in data topics |
| **Experience** | * Data analysis, validation, storage, and interpretation
 | * Preparing complex data reports using various systems
* Reporting and visualisation experience in Power BI or other similar tools
* Data management experience
* Healthcare industry experience
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| **Skills/knowledge** | * Excellent communication skills, written, IT, verbal and presentation
* Proficient and comfortable using Excel
* Time management skills
* Attention to detail and accuracy
 | * Data analysis in SQL
* Knowledge of data lakes or similar
* Healthcare industry knowledge
* Process improvement
* Project co-ordination skill
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| **Personal competencies and qualities** | * Analytical mindset
* Curious and eager to learn
* High level of enthusiasm and motivation
* Ability to work individually and within a team and foster good working relationships
* An awareness of and commitment to supporting and facilitating diversity and inclusion
* Ability to work under pressure
* Passion for data and information
 | * Business acumen
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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