IAPT Data Analyst

## Job details

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| Job title: | IAPT Data Analyst |
| Department: | NHS Services |
| Location: | Remote |
| Reporting to:  (job title only) | National Data and System Lead - NHS Services |
| Direct reports:  (job title only) | N/A |
| Accountable to:  (where applicable) | National Data and System Lead - NHS Services |
| Responsible to:  (where applicable) |  |
| Job purpose: | * Support the Service Manager in providing accurate and proactive data to effectively manage IAPT services * To work closely with Service Lead and IAPT Data team to ensure the information they receive is appropriate and meaningful to effectively manage their service * To strategically inform the use of data and systems across the contract to maximise the operational efficiencies and effectiveness of the service * To monitor service activity and utilisation and produce necessary Dashboards based on KPIs for use by internal and external stakeholders * To work closely with key business partners such as IT, HR, Finance and Transformation |
| 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. * Ongoing review of the patient journey to ensure the existing processes and procedures are fit for purpose, identify any efficiencies or changes and improvements required. * Support timely submission of national data sets and other required contract reporting within the respective timelines to external and internal stakeholders * Supporting capacity and workforce planning with key stakeholders * As this is a remote based role, there may be a need to travel as appropriate in order to ensure close working relationships with the rest of the team. |
| 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 |  |
| **Experience** | * Experience in a similar operations/analytical role * Managing large sets of data within a case management system | * Experience working within IAPT Healthcare Services |
| **Skills/knowledge** | * Strong general IT skills e.g. advanced Excel skills * Strong management reporting/analytical skills * Diligence & attention to detail * Leadership, influencing and negotiation skills * Disciplined approach to delivering ahead of deadlines * Manage multiple workstreams in a pressurised environment. | * Knowledge of a variety patient management systems used in the NHS space such as iaptus and System One * Knowledge of Power BI |
| **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 |