Data Analyst

## Job details

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| Job title: | Data Analyst |
| Department: | NHS Services |
| Location: | Remote |
| Reporting to:  (job title only) |  |
| Direct reports:  (job title only) | N/A |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| Job purpose: | * Support the Administration Manager and Service Lead in providing accurate and proactive data to effectively manage NHS services * To work closely with senior management team and NHS 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 * Routine cleansing and inputting of data on our case management systems. * 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.   **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. |
| 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 NHS Healthcare Services * Experience working within an administrative environment, i.e. data administration |
| **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 EMIS 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 |