Data Analyst

## Job details

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| Job title: | Data Analyst |
| Department: | IT |
| Location: | Bury St Edmunds |
| Reporting to: (job title only) | IT Manager |
| Job purpose: | Producing both internal and external management information reports in an efficient & consistent manner. Working with a variety of sections of the business to proactively analyse data sets to identify any issues and look for areas for improvement. Produce reports for the business in respect of ideas & explanations on the analysis. Work with IT and the business to ensure that IT systems support data requirements for current SLA’s and future requirements. |
| Role and Responsibilities: | * + To extract the data, using Advanced Excel skills (Formulas & Pivot Tables) and present the data in MI Reports or Bespoke reports.
	+ To ensure the production of internal & external data analysis in an efficient & consistent manner.
	+ Identify & document any variance in requirements from contracted position.
	+ Proactively analyse data sets to identify issues/areas for improvement & make requests to the business in respect of ideas & explanations on the analysis & findings.
	+ Respond to requests from the business in respect of producing & analysing data.

**KPIs*** + MI reports to be produced in accordance with MI SLA timelines and requirements.
	+ Accuracy of MI reports
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + Minimum C GSCE Maths and English.
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| **Experience** | * + Minimum 1 years experience of Data Analysis and data manipulation
 | * + Working in an office environment
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| **Skills/knowledge** | * + Good general IT Skills, Advanced Excel
	+ Good management reporting skills
 | * + Interest in BI tools
	+ Project management
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| **Specialist training** |  |  |
| **Personal competencies and qualities** | * + Self motivated and driven
	+ Strong communicator across all levels .
	+ Willing to learn and use new systems.
	+ Good Attention to Detail
	+ Evidence of values that are consistent with the NHS constitution.
	+ Interpersonal skills to engage and develop working alliances with colleagues and patients.
	+ Evidence of an openness to learning new knowledge and skills.
	+ Ability to work under pressure
	+ An awareness of and commitment to supporting and facilitating diversity and inclusion
	+ Excellent time management skills
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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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