**Healthcare Improvement Scotland – Information Analyst**

**Role Specification**

The Healthcare Staffing Programme is managed by the Nursing and Service Improvement Directorate of Healthcare Improvement Scotland and is responsible for the development and maintenance of existing nursing and midwifery workload tools and to consider the development of Multi-professional staffing methodologies and the development of digitally enabled workload tools. To provide support and education to NHS Boards developing capacity and capability to enable Boards to meet their legislative requirements; to apply the Common Staffing Method to inform decisions relating to healthcare staffing requirements, on governance and escalation processes are in place. To monitor the discharge by every Health Board, relevant Special Health Board and Common Staffing Agency, of their duties under all parts of the Health & Care (Staffing) (Scotland) Act 2019. Provide expert advice to the Quality Assurance Directorate and participate in announced and unannounced Quality of Care Reviews. In addition the programme supports and advises the performance management team in Scottish Government on healthcare staffing issues identified during the performance support programme

We are looking to recruit an Information Analyst (Band 6) within Healthcare Improvement Scotland’s Healthcare Staffing Programme Team. The post holder will provide information and data analysis to support predominantly around the development and use of workload and workforce planning tools, templates and methodologies. The HSP team is responsible for working with NHS Boards and with the Care Sector to help improve workload and workforce planning practices and support compliance with new safe staffing legislation. The post holder will support the development of new workload and workforce planning tools and templates, building on the learning derived from the recent development of COVID-specific staffing templates, as well as supporting the interpretation of data generated by these tools and templates. This role involves a high degree of responsiveness to specific strategic assignments as part of the remobilisation following the COVID pandemic.

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| **Factors** | **Essential** | **Desirable** | **Means of Assessment** |
| Key Leadership Behaviours | * Adaptive * Collaborative * Engaged and Engaging |  | Structured discussion |
| Education and Professional Qualifications | * Degree in relevant discipline or equivalent work-base experience |  | Structured discussion |
| Experience/Training (including research if appropriate) | * Ability to manage multiple projects at various stages of development * Experience in the collection and analysis of quantitative data and dissemination of findings * Ability to work in a team * Commitment to personal and professional development * Data visualisation software – e.g. Power BI, MicroStrategy, Tableau * Flexible approach to learning and problem solving * Data visualisation techniques | * Experience of working in a healthcare environment with multi-professional groups/stakeholders * Data analysis for workforce planning * Experience of digital development of data systems/tools | Structured discussion |
| **Specific Skills and Knowledge** | * Excellent analytical and numerical skills * Presentation skills * Excellent IT and information management skills – expert level in the use of excel * Experience of using R programming language * Presentation of data for improvement (understanding of variation) * Organisation/administrative skills * Ability to work with minimal supervision * Ability to meet deadlines * Communication and interpersonal skills |  | Structured discussion |