#### **JOB DESCRIPTION**

|  |
| --- |
| JOB IDENTIFICATION |
| Job Title: **Data** **Analyst**  Responsible to: **Business Manager**  Department: **Infection Prevention and Control** **Team**    Directorate: **Nurse Directorate**  Operating Division:  Job Reference:  No of Job Holders: **1**  Last Update : **April 2023** |
| JOB PURPOSE |
| Using their skills and experience in the field of data analysis the post holder will provide and present data and analytics for a range of purposes. They will produce a variety of regular reports monthly, quarterly and annually and deal with all queries relating to data and information for reports, managing the responses and support other members of their team in the extract of source data. This will require the use of data systems and skills in data query and analytical software as well as an ability to present data in list, tabular or graphical formats to meet the service need.  The post holder will use best practice to enhance existing datasets and develop new data collections to support changing information needs of the service. They will provide a responsive service in the provision of data and information to support the Infection Prevention and Control Team in intelligence led decision making. |

|  |
| --- |
| 1. **DIMENSIONS** |
| The post holder will be accountable to the Business Manager but will also work closely with other senior members of the Infection Prevention and Control Team in order to support them in the delivery of intelligence and analytical expertise in relevant meetings and forums, both internal and external to the organisation.  The key interfaces for the post holder will be with: Associate Nurse Director, Infection Control Doctor, Senior Nurses, Team Leaders, Business Manager and team members within the Infection Prevention and Control Team.  The post holder will plan tasks in relation to the delivery of Information relating to Infection Prevention and Control, they will also input and manipulate data and prepare and develop analytics, tables, graphical displays of data and reports, providing this information to a range of committees and meetings. This will be defined through the team workplan and the post holder will work with the Business Manager and senior members of the team to develop the actions required, and to support the delivery of the workplan on a day to day basis.  The post holder will create and develop detailed data and information products and analytics for a range of purposes and work to meet the stated requirements of any request. They will require to be responsive to service need whilst ensuring that resources are utilised efficiently and effectively.  The post holder will be the point of contact for the Infection Prevention and Control Team in terms of data and information systems and will deal with any system governance and data access requests, assisting others in understanding what level of access is appropriate to meet the stated need. They will also extract data as required from systems and will act as the interface between the organisation and the various data source systems. They will refer issues to Information Governance colleagues or other senior colleagues within their team as required.  A further requirement of the post is in providing demos as well as one-to-one or group based training sessions in the functionality and use of the various information products. |
| ORGANISATIONAL POSITION |
|  |
| ROLE OF DEPARTMENT |
| The function of the service is to deliver a comprehensive infection control service throughout NHS Ayrshire and Arran in order to minimise the risk of healthcare associated infection to patients, staff, visitors and others who access the service. The service will be in compliance with Healthcare Improvement Scotland (HIS) HAI Standards, the National Infection Prevention and Control Manual (NIPCM), National Services Scotland and evidence based research.  The service is provided to all grades of staff within all disciplines, including nursing, medical, allied health professional, estates, capital planning and support services staff and is provided to the whole of NHS Ayrshire and Arran.  The key functions of the department are:   * Develop and maintain strategies for the prevention and control of infection in line with national requirements * Compliance with national infection prevention and control standards * Development of strategic and operational policy and guidance * Develop and facilitate the provision of education with respect to infection prevention and control for all staff * Surveillance of healthcare associated and other notifiable and reportable infections * Work collaboratively with other specialists to ensure safe systems of working in the built environment, water safety, decontamination and waste * Advisory role in all aspects relating to the prevention and control of infection   The service also provides highly specialised advice to all staff working within NHS Ayrshire and Arran including acute, partnerships and nursing homes and technical services, on compliance with national mandatory requirements, standards and best practice.  Infection control policy and guidance is designed to provide a safe patient care environment and a safe working environment for a wide range of staff, patients and visitors to health care premises across NHS Ayrshire and Arran. The department advises and supports operational staff on the implementation of both national and local infection control policies and procedures.    The department provides infection control education to staff employed by NHS Ayrshire and Arran and associated partners.  The service also ensures that annual objectives for the education programme, production of guidelines and policies, audit and research activities meet the demands of local and national agendas.    The data function is responsible for the delivery of high quality information analysis and reporting in relation to Infection Prevention and Control. Providing specialist professional advice, guidance and support on all aspects of information analysis and reporting including data collection, interpretation and dissemination of results. |
| KEY RESULT AREAS |
| Provide analytical products and support to meet the need of the department, monitoring, analysing, reviewing and reporting on data to meet organisational needs for robust and reliable data and information.  Respond to the organisation’s data and information needs to aid decision making. Providing data and analytical products to support a range of specific projects and activities and providing standard data reporting mechanisms to support other functions such as operational and strategic planning, and performance monitoring and management.  Provide advice and information products to the Associate Nurse Director, Infection Control Doctor, Infection Control Senior Nurses and the Business Manager on the appropriate use of data and information and, where necessary, assist them to define their information requirements which may be highly complex in nature, resulting in the development of user focused information solutions.  Work in conjunction with the senior team members to develop appropriate intelligence systems and information products to facilitate forward planning, scrutinise and highlight performance, and provide data reporting and interpretation support to a range of fora.  Act as the first point of contact for data and information requests on a daily basis. Extracting and presenting data and being able to provide advice on user access as well as on navigation within the various information systems, supporting staff and managers within the team to utilise the data held within these.  In addition, the post holder will prepare the initial drafts for the main information products and the analytics and will align the production of these to the workplan of the Infection Prevention and Control Team, managing the deadlines for submission associated with these papers or reports.  Provide appropriate data and information based on requests internal and external to the Infection Prevention and Control Team, and, where necessary, assist in the definition of information requirements, resulting in the development of user focused information solutions. |
| EQUIPMENT AND MACHINERY |
| Use of PC, Laptop, Projector or other presentational equipment. |
| 1. **SYSTEMS** |
| The post holder requires a high level of proficiency in computers and in particular data based software systems and a highly developed knowledge of data capture and analysis. This includes the ability to use the following products effectively:  Excel, Business Objects, PMS, Sharepoint, NSS Discovery, and other infection control information systems.  Use of MS Word to create documents and reports.  Use of MS PowerPoint to create and deliver presentations.  Use of MS Outlook for correspondence with internal and external colleagues.  Use of Internet Explorer to maintain awareness of and access online information sources. |
| ASSIGNMENT AND REVIEW OF WORK |
| The Business Analyst has the freedom to take action based on requests by other senior staff within the scope of their area of expertise and remit. They will identify the range of options available and determine opportunities for improvement within the data or systems they are working with, taking into consideration the scope of requests as well as their previous personal and organisational experience to achieve this.  To this end, the workload is, in part, self-generated within the scope of provision of data and information and responding to reporting requirements of the wider organisation. The remainder of the work will be either discussed with senior members within the Infection Prevention and Control Team or be delegated through discussion with the Business Manager. The post holder will also identify how to work with colleagues, both internal and external to the organisation, to take this forward. In addition to work identified and undertaken on the post holder’s own initiative within the agreed framework, work will be assigned by the Business Manager and Associate Nurse Director.  Work produced by the post holder is subject to formal annual review through a process of forward job planning, target setting, performance appraisal and personal development review. Informal review takes place through discussion with the line manager, through regular department meetings, published reports and a range of professional meetings. |

|  |
| --- |
| 1. **DECISIONS AND JUDGEMENTS** |
| The post holder is qualified and experienced in the field of data analysis, and is required to make judgements on the quality and completeness of data, and of the appropriateness of data analyses, shaping the visualisations required in order to provide the data solutions required by the organisation.  The post holder will make judgements based on their own knowledge of systems and data and will discuss this with a variety of people, including NHS staff, partner agencies and the public, where there are conflicting views and opinions, and/or challenging behaviours, and where the information used is open to interpretation requiring judgement skills to assess the potential impact on resulting decisions.  The post holder will each require to work on their own initiative within a defined framework, be self-directed and to problem solve. The post holder reports to the Business Manager and will be supported in dealing with any particularly complex or challenging areas by this individual. The post holder works within the Infection Prevention and Control Team and interacts with their own team members as well as other teams and staff within their Directorate and colleagues within Infection Prevention and Control teams within other health boards. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Dealing with statistical and analytical content within a systems environment, ensuring data quality is high and assessing whether analyses and presentational formats of data are robust, instigating corrective action when this is required.  Providing a single point of contact for data and information requests and managing the external requests for data and information in order to inform the decision making within the team.  Project managing the team workplan in the delivery of activities with specific deadlines and dealing with urgent queries relating to data or information requests. |

|  |
| --- |
| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder is expected to develop and maintain a wide range of key relationships with staff and colleagues at all levels within and external to NHS Ayrshire & Arran including the Scottish Government, Other NHS Boards and Health and Social Care Partnership (HSCPs). This will be framed through their role as single point of contact for the Infection Prevention and Control Team.  The post holder must demonstrate tact, diplomacy and political awareness in their dealings with others both internal and external to the team, directorate and organisation. They must have good listening skills and the ability to identify the issues which may prevent progress, with the motivational and negotiation skills to work matters through to a satisfactory conclusion.  The post holder must present, in both written and verbal formats, complicated information and analysis to a level where these could be included in papers and reports to a range of stakeholders including Directors, NHS Board members and other senior managers. They must recognise when the message is not or cannot be accepted and involve their Manager or other senior colleagues in discussions to resolve these areas of conflict or disagreement. |

|  |
| --- |
| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands:**   * Light to moderate: includes moving light equipment, e.g., briefcases/lap-tops, projectors for presentations; using keyboards regularly/frequently for data analysis, information systems, word processing etc. and email.   **Mental Demands:**   * Intense concentration/in-depth mental attention frequently required, e.g. undertaking complex analyses and performing complex calculations; contributing to meetings, often working under pressure and balancing competing demands. Work pattern largely predictable but competing demands for attention each day. * The need for accuracy in relation to all aspects of the post is essential.   **Emotional Demands:**   * Exposure to distressing circumstances is rare.   **Environmental Demands:**   * Standard office conditions with ongoing use of VDUs. * Occasional travelling, which may be for extended periods of time, for local and occasionally national meetings. |

|  |
| --- |
| 1. **QUALIFICATIONS,KNOWLEDGE, SKILLS AND/OR EXPERIENCE** |
| * Undergraduate degree or equivalent demonstrable knowledge or experience in a relevant numerate discipline. * Ability to demonstrate and communicate a practical and theoretical understanding of data analysis and interpretation. Highly proficient in data analysis with excellent numeracy and statistical skills. * Recent experience of working in the NHS, other public sector or relevant organisations within a relevant role associated with information management. * Knowledge of SMR data sets and specialist knowledge and experience of application of NHS data definitions, information standards and policies. * Knowledge of practical application of software packages in support of the key result areas including knowledge of statistical and geographical software packages. * Ability and demonstrable experience in the drafting and compilation of papers, reports and related correspondence for the NHS Board, associated Governance groups, Directors and senior managers. * A pragmatic and flexible approach to problem solving. * Awareness of the political sensitivity of information and ability, and mental agility, to work through issues and take cognisance of the impact of the presentation of data and intelligence. * Highly developed interpersonal and communication and influencing skills (both written and oral) and an ability to establish productive working relationships. * Driving Licence. |

|  |  |
| --- | --- |
| 1. **JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Director’s Signature: | Date:  Date: |