JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Senior Information Analyst/Statistician

Responsible to (insert job title): Cancer Information Programme Manager

Department(s): Cancer Services

Directorate: Cancer Services

Operating Division: Acute

Job Reference: 063881

No of Job Holders: 1

Last Update (insert date): August 2020

2. JOB PURPOSE

To play a key role in using a range of cancer data within the Edinburgh Cancer Centre (ECC) and the South East Scotland Caner Network (SCAN) to enhance the data analysis, interpretation and presentation skills in the Division and supporting and influencing the development of relevant datasets to appropriately reflect the information needs of current ECC/SCAN priorities.

To provide advice and guidance on data and analytical matters to both internal and external customers and to carry out innovative analyses and visualisation of data as necessary.

3. DIMENSIONS

The post-holder will be a member of the Cancer Information Team who:

Produce a variety of regular reports monthly, quarterly and annually, mainly in web, and occasionally paper, formats for use by a wide range of customers.

Use best practice to enhance existing datasets and develop new data collections to support the changing information needs of customers, reporting as required.

Handle approximately 200 requests for information per year (including Freedom of Information (FOI) requests).

Work closely with research teams in the University of Edinburgh to provide data and expertise in support of data science and research programmes.

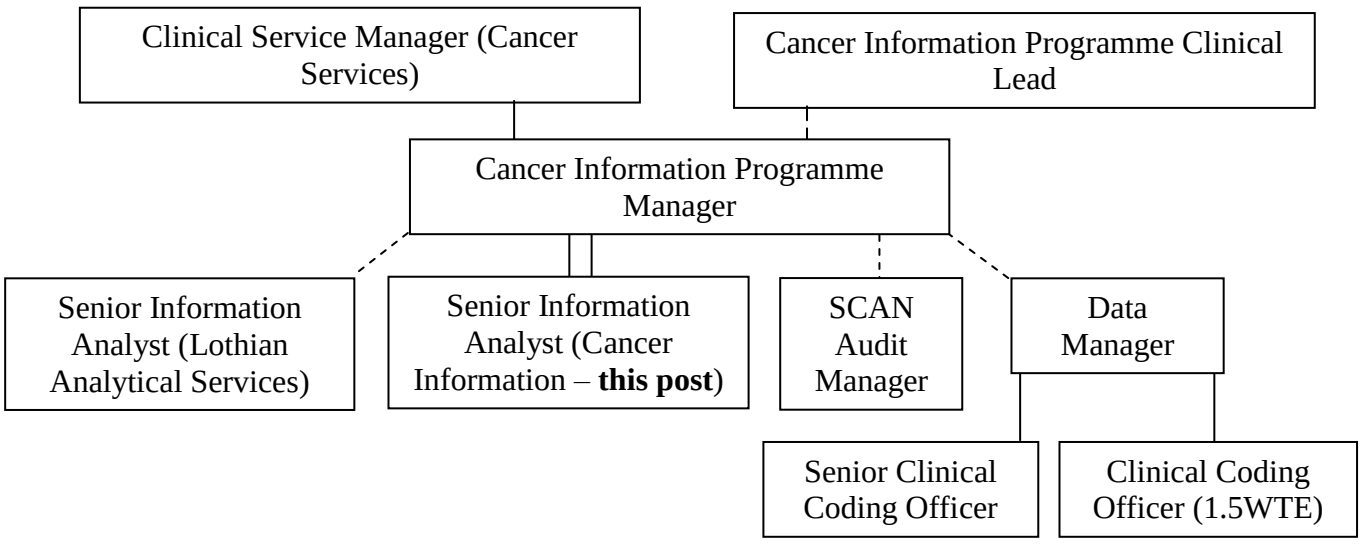
Customers include internal colleagues within ECC/SCAN (e.g. managers, clinicians, and pharmacists), the public (FOI requests), commercial organisations and research bodies.

The post holder will be required to support/mentor NHS or University of Edinburgh (UoE) project staff who join the CIT on a fixed term basis.

The post holder will deputise for the Cancer Information Programme Manager as required.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



____ **Direct Line Management**

_ _ _ **Key Working Relationship**

5. ROLE OF DEPARTMENT

The Cancer Information Team (CIT) sits under Cancer Services in the Edinburgh Cancer Centre at the Western General Hospital site in NHS Lothian. The CIT provides cancer data, analysis and intelligence as well as statistical services and advice that support the ECC and colleagues in partner boards in the South East Scotland Cancer Network (SCAN) in progressing enquiries for internal management, service evaluation, quality improvement in health and care and facilitates robust planning and decision making.

The CIT also works in partnership with colleagues in other Health Boards across Scotland and with Public Health Scotland (including the Scottish Cancer Registry and Intelligence Service) on projects of national significance, and with academic institutions such as the University of Edinburgh on research collaborations. There is also need to work with commercial partners when, for example, trialling new software that results in acquisition of patient information that should be linked to the patient record.

Our Vision: To offer a comprehensive regional Cancer Information Service and to support the ECC to be recognised as a world leading centre for cancer research, innovation and clinical academic opportunities.

Our Purpose: To deliver an effective local and regional specialist intelligence service that contributes to improving cancer services and cancer patient care.

There are five main functions within the CIT:

Provision of an ad hoc Cancer Data Request service for a range of customers, e.g. NHS managers, clinicians, pharmacists, academic collaborators, from a range of source systems.
Preparation of a suite of standard reports for regular service requirements or audits
Delegated Caldicott authority to register cancer data projects under the governance framework for the Cancer Information Programme.
Provision of analytical and statistical advice/support to Cancer Services colleagues and academic partners.
Host data resultant from digital innovation projects that confer a benefit for cancer patients in SCAN.

6. KEY RESULT AREAS

1. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
2. Analyse a variety of datasets, ensuring the results are accurate, fit-for-purpose and presented to a high standard, including the interpretation of results. Take responsibility for specifying requirements with the customer, providing advice and guidance on data and analytical matters; exploring alternative solutions and more innovative complex analyses; providing information which is relevant to clinicians, NHS organisations, the public and policy-makers. The post-holder will provide professional statistical advice, within their area of expertise, ensuring that complex statistics are explained to non-statistical professionals in an understandable way to allow informed decision making.
3. Work within a team to support the information needs of South East Scotland Cancer Network and the Edinburgh Cancer Centre, undertaking supervision of project staff and student placements as required and deputising for senior staff where appropriate.
4. Contribute to the dissemination of results and promotion of the Cancer Information Team and the work of the team through participation in meetings, e.g. Management Groups, User Groups, Project Groups and Conferences. The post-holder participates in the development of, and supports the preparation of, a range of analytical outputs and reports.
5. Contribute to Cancer Services management (including development of associated Business Plans), via team management meetings, to monitor and prioritise current work and reassess where applicable to manage customer expectations and conflicting priorities; negotiate with senior colleagues within the CIT. The post-holder will be expected to contribute to team and departmental working groups, including those advising on best practice (e.g. procedures for handling information requests) and staff development.
6. Work with clinicians, other NHS health professionals, other partner organisations, research bodies and universities to design, scope, analyse and interpret information for specific research projects and audits.
7. Contribute to, influence and review the development of datasets and information systems, including communication with appropriate stakeholders to ensure data collected reflect the information needs of customers and current ECC and SCAN initiatives.
8. Identify ways to improve existing systems in terms of quality, timeliness and reliability of data.
9. Investigate data collection problems and take appropriate action to ensure the integrity of information processing is maintained.

10. Work, store and transmit data in accordance with data protection, freedom of information and confidentiality principles, ensuring that any staff meet these requirements.
11. The post-holder will work in short life teams, leading, as necessary, the management and delivery of projects led by the Cancer Information Programme Manager.
12. Keep abreast of related national information developments within NHS Scotland and the Scottish Cancer Registry and Intelligence Service.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role.

Standard office conditions and equipment.

Standard keyboard skills.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

Microsoft Office – Word, Excel, Powerpoint and Access.

Database Software (e.g. SQL Server Management Studio).

Statistical Software Packages (e.g. SPSS, R).

Patient Information Systems (e.g. Trak).

Local Databases.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The post-holder will manage his/her own detailed priorities in consultation with the Cancer Information Programme Manager.

Formal line management reporting for the post-holder will be to the Cancer Information Programme Manager. If working on a funded project supervision may be assigned to the project sponsor. The post-holder may be required to work flexibly in short term project teams out with their usual remit, working with staff from other teams to take forward short-life development projects or bespoke specialist analyses.

The post holder will participate in the formal objectives setting and performance appraisal process within NHS Lothian. Takes a pro-active approach in the formulation of a personal development plan. The Cancer Information Programme Manager in collaboration with the appropriate User Group(s) and Project Board(s) will undertake evaluation of results/objectives.

9. DECISIONS AND JUDGEMENTS

Requires frequent analysis and interpretation of multipart facts or situations, particularly in trend analysis, utilising specialist knowledge of data, definitions, quality/standards and processes, e.g. the post holder must exercise judgement and determine the most appropriate format the information analysed takes.

The post holder will make specific recommendations to senior management teams, clinicians and other clinical staff, e.g. on use of various sources of information, on the results of detailed analysis and on improving clinical data collection and audit.

The post holder will set out and consider options for reporting ensuring that an appropriate and sustainable approach to reporting is established and maintained.

The post holder will work to agreed objectives and will also have the scope to adjust priorities to meet frequently changing customer demands and will review these, self managing any conflicting demands, referring to the Cancer Information Programme Manager only when necessary.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Taking a pro-active role in exploring and meeting customer requirements through the effective use of the most appropriate information available with a view to developing information services and products to support the evolving needs of the health service and other partner organisations.

Managing the often conflicting demands and deadlines of multiple projects either as an individual or as the project lead.

11. COMMUNICATIONS AND RELATIONSHIPS

The postholder will analyse complex information and present this in an understandable way to a range of stakeholders both in person and in writing reports.

<u>Internal</u>

Frequent contact with project sponsors to ensure appropriate user input and report progress.
Regular meetings with line manager to report on progress and discuss personal development.
Regular meetings with team members.
Meetings with user group(s) as appropriate.
Coaching and skills transfer with analytical staff.
Frequent contact with senior staff within the ECC and SCAN.

<u>External</u>

Customers in other NHS organisations, other partner organisations and professional bodies as necessary.
Direct liaison with data providers regarding queries resulting from analysis.
Face to face, telephone and written communication with staff, managers and professional advisors in other NHS organisations and Universities.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

Daily requirement for sitting/inputting at keyboard for a significant part of the working day, with appropriate breaks from VDU when required.

Mental:

Daily requirement to concentrate for up to 2 hours at a time; carrying out calculations or analysing complex data sets, writing reports/letters. Often required to respond to specific urgent requests, this will usually require change from one activity to another on request. Has to be able to make sound judgements, deal with unpredictable interruptions and meet deadlines.

Emotional:

May deal with data of a distressing nature on occasions.

Environmental:

Working within standard office environment.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Numerate Undergraduate Degree (or equivalent experience) plus.
Experience in health related research or information work within the specialist field of medical/health statistics.
Specialist knowledge and experience at post-graduate diploma level in Information Management.
Specialist knowledge and expertise of analytical and statistical techniques and analysis tools within specialist area(s), identifying the wider implications of analysis provided.
Proven analysis and presentation skills, including expert knowledge of software packages such as Word, Excel, PowerPoint and Access.
Proven IT skills in an analytical capacity, i.e. a good working knowledge of advanced statistical software packages, e.g. R, SPSS. Structured programming skills are essential.
Demonstrate an understanding of project management and the ability to take a lead role in project management.
Demonstrate an understanding of the information needs of the Health Service and partner organisations and how to produce suitable information to meet these requirements.
Demonstrate the ability to coach and develop staff.
Good organisational, listening and communication skills are essential.

14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each job holder to whom the job description applies. Job Holder's Signature: Head of Department Signature:	 Date: Date: