



Job description

Post:	Data Analyst		
Department:	Digital and Performance		
Responsible to:	Head of Data, Information and Knowledge Management		
<p>This role involves extracting data, creating Power BI visualisations, uploading data to SQL databases (and maintaining them), converting raw data into insights and ensuring that the Hospice's data collection, storage and review processes remain operational.</p>			
Signature:		Date:	

Our values and behaviours

Our Values are summarised by the acronym **I CARE**. They support our vision, mission and culture, reflecting who we are together and as individuals.

I CARE	
Integrity	<ul style="list-style-type: none"> • We are honest and open • We are trustworthy and authentic in our dealings with others • We always try to do the right thing
Compassion	<ul style="list-style-type: none"> • We are kind, supportive and caring • We have empathy and listen to those around us • We are warm and positive in our interactions
Accountability	<ul style="list-style-type: none"> • We work together to make the Hospice's vision a reality • We take responsibility for our work, performance and behaviour • We acknowledge and learn from our mistakes
Respect	<ul style="list-style-type: none"> • We are inclusive, we value difference and work together effectively • We are sensitive to the thoughts, feelings and opinions of others • We treat everybody with dignity
Excellence	<ul style="list-style-type: none"> • We aim to be our best • We are forward-thinking and open to change • We share our skills, expertise and learning, striving for excellence together

1. Key Responsibilities

- 1.1 Working with the Head of Data, Information and Knowledge Management to implement the Hospice's Performance Framework.
- 1.2 Helping create and maintain SQL databases.
- 1.3 Converting raw data into insights and ensuring that the Hospice's data collection, storage and review processes remain operational.
- 1.4 To review data sources and analyse data quality.
- 1.5 Visualising data series in Power BI to help support business decision-making and assess the impact of our services.
- 1.6 Applying Statistical Process Control to time-series data to expose special cause variation.
- 1.7 To prepare and compile presentations of analysis results to present back to stakeholders.
- 1.8 To be a "knowledge expert" with regards to analysis platforms, such as Power BI and SQL server.
- 1.9 To manage the integration of different data platforms with in-house data warehouses, lakes and APIs (Application Programme Interfaces).

2. Other Responsibilities

- 2.1 To develop and maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.
- 2.2 To undertake any other such duties or general tasks and hours of work as may reasonably be required and to work in other locations within the Hospice organisation.
- 2.3 To lead by example, exemplifying the Hospice values and behaviours – Integrity, Compassion, Accountability, Respect, Excellence.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

This job description will be reviewed and amended in the light of changing professional demands.



Personal specification

Post:	Data Analyst
Department:	Digital and Performance

Qualifications and Training

- Educated to Degree level (or equivalent) in a numerate subject

Desirable work background and experience

- SQL Server and SQL development knowledge
- Stakeholder engagement
- Continuous improvement
- Statistical Process Control
- Awareness of Data Protection such as the UK GDPR

Particular skills and aptitudes

- Power BI expert
- Presentation skills
- API integrations
- A flair for communicating change and new ways of doing things.
- Strong organisational skills and the ability to multi-task.
- Excellent ICT skills, confident in the use of Microsoft Office (in particular Outlook, Word, and Excel)
- Strong literacy and numeracy skills.
- Effective administrative ability and great attention to detail.

Personal qualities and other requirements

- Resilience, and the ability to deal with sensitive information securely and confidentially.
- Ability to work both alone and as part of a team.
- Calm and pro-active approach to challenges.
- Strong interpersonal skills, and the ability to value and respect the diversity of everyone you work with.
- Awareness of, and commitment to the Mission, Vision and Values of the Hospice.