

# BREATH IS LIFE

**Lead Data Analyst**

**January 2024**

**ASTHMA+  
LUNG UK**

# At Asthma + Lung UK, we're fighting for a world where everyone has healthy lungs.

Where lung health is prioritised through better understanding, research, treatment and support. Our mission is to be the driving force behind the transformation of lung health. We do this by changing perceptions of lung health and campaigning for its prioritisation. We push forward research and the development of new treatments and best practice. We support those affected with information, advice and practical help. And we mobilise and connect people to drive real change.

## Our values

1

### We have courage

We are always tenacious, making things happen, and finding ways to remove the barriers to success. When things are difficult, we keep pushing. Sometimes we fail. But we get back up, and we try again, always learning from our mistakes.

2

### We always push for better

We always look for better ways to do things – whether it's the support we give beneficiaries, the information we share, or the processes we use. We encourage innovation and new ideas. We celebrate great work and we challenge things that are not right.

3

### We empower our people to be their best

We help our beneficiaries to be their best and to live their best lives. We support each other to be our best and to do our best work. We value diversity and different perspectives and are always true to ourselves and fair to others.

4

### We work as one

We work as one team, sharing a common attitude with our colleagues and supporters. We collaborate closely with each other and with our partners. We hold each other to account, and we support each other to deliver the very best for beneficiaries.

5

### We listen and understand

We listen to people affected by lung conditions to understand how they feel and what they really need. We listen to other experts to continually add to our knowledge. We take the time to see things from other people's perspective.

# Lead Data Analyst

This role will play a key role in elevating our data maturity, laying the groundwork for organisational growth, and enabling us to drive transformative change towards our vision of a world where everyone has healthy lungs.

Under guidance of the Head of Data + Insight, you will work alongside the data engineering and service design functions to develop our data culture and capabilities, drive organisational performance and impact, and support other teams in delivering on our mission.

## Team structure

You will report to the Head of Data + Insight and you will line manage a small team of analysts and technicians (currently a Senior Analyst, Health Data Analyst, Data Analyst, and Data Analysis Technician).

## What you'll be doing

1. Lead and inspire the analysis function, fostering a collaborative and high-performing work environment, and providing guidance, mentorship, and professional development opportunities to team members.
2. Support the Head of Data + Insight to execute the data strategy and roadmap, developing and implementing strategic initiatives to enhance the organisation's data maturity, and ensuring the programme of work delivers against organisational objectives.
3. Ensure the organisation can respond to opportunities and risks around data analysis, by identifying and evaluating likelihood and impact and developing strategies to mitigate or capitalise.
4. Oversee the end-to-end process of data analysis, leading on developing the people and infrastructure to support the delivery of accurate, reliable, relevant, and timely insights.
5. Contribute to strategic decision-making by providing data-driven insights and recommendations.
6. Lead on collaborating with a range of internal stakeholders to gain a deep understanding of the organisation's objectives, strategies, and challenges, and translate business requirements into data initiatives, ensuring alignment with broader organisational goals and objectives.
7. Manage a portfolio of data projects from planning through to delivery, including setting clear objectives and timelines, collaborating with project stakeholders to define scope and deliverables, and balancing priorities and resources to deliver on time and to budget.
8. Lead on improving data quality, including establishing and maintaining standards and quality assurance processes, ensuring data accuracy, completeness, and consistency.
9. Create and communicate meaningful and actionable insights through reports and visualisations, and ensure that data outputs are accessible and comprehensible to both technical and non-technical stakeholders.
10. Ensure that you and the team stay current with industry trends, best practices, and emerging technologies in data analytics, and identify opportunities for process improvement and efficiency gains within the data analysis function and the wider team and organisation.
11. Establish and enforce data governance policies, procedures, and standards to ensure data integrity and compliance.
12. Lead on collaborating with relevant stakeholders to address data privacy and security considerations.
13. Deputise for the Head of Data + Insight.
14. Other duties as requested by the line manager.

## What skills you'll have

- Proven leadership and management skills, including the ability to inspire, motivate, coach and develop people.
- Knowledge of modern data management practices, techniques, and technologies, and the ability to lead work in this area.

- Confidence in navigating complex environments with emerging processes, with the ability to bring clarity and definition.
- Excellent analytical and problem-solving skills, with the ability to analyse complex issues and data, draw insights, and make data-driven recommendations.
- Sound decision-making capabilities, with the ability to make priority calls, allocate resources judiciously, and adapt to dynamic situations.
- Strong written, verbal, and visual communication skills, with the ability to communicate complex information clearly and effectively to both technical and non-technical stakeholders.
- Ability to interact with and influence colleagues at all levels across the organisation, from junior staff to senior internal and external stakeholders.
- Effective collaboration and facilitation skills, with the ability to work across functions and lead collaboration among others.
- Proficiency in designing and implementing information architectures, taxonomies, and data models.
- Excellent data analysis and manipulation skills (e.g. advanced Excel skills, but bonus points if you're proficient in tools such as Python, R, or SQL).
- Mastery of data visualisation tools (e.g. Power BI, Tableau) to create easily digestible representations of analytical findings.
- Familiarity with CRM systems (e.g. Microsoft Dynamics).
- Knowledge of data governance principles and experience in implementing processes to ensure data quality, accuracy, and integrity.
- Understanding of data security and privacy considerations, with the ability to implement measures to protect sensitive information.

## **What you'll be experienced in**

- Leading and mentoring a team of data analysts.
- Building a data culture and enabling decision-making with data.
- Managing a team to deliver end-to-end projects, including planning and resource management.
- Building productive, collaborative relationships with colleagues from different functions.
- Leading and promoting collaborative ways of working.
- Coaching a variety of technical and non-technical people.
- Working with others to identify and document business requirements, translate these to solutions, and drive them through to delivery.
- Knowing what good looks like throughout the data lifecycle and leading others towards it.
- Delivering actionable insights, including data analysis, report writing and presenting complex findings to a variety of internal and external stakeholders.
- Data stewardship, including assuring and improving data quality and developing definitions, standards and documentation.
- Data governance and protection.

## **This role**

This is a full-time role, Monday-Friday, 35 hours per week.

It will be offered as a permanent contract and annual salary of:

£47,000- £50,000 p.a. London based

- Occasional travel may be required as we have staff based across the UK.
- Occasional overnight stays away from home.

- Occasional attendance at meetings and events during evenings and weekends.

At A+LUK we trust our people to work in the best location for the task. Sometimes that's the office, sometimes it's at home. Face-to-face working is an important part of our culture, and we use our office in Aldgate E1 as the main place where that happens. This role is contractually based in the Aldgate office and you'll need to be able to attend this office a minimum of two days a week. We think that amount of face-to-face working is the right balance to support our vision of a world where everyone has healthy lungs.

# How you act

## **Determined**

Determined to keep going to achieve our mission, tenacious, finding ways to remove the barriers to success and doing all you can to help the people who need us.

## **Courageous to try new things**

Risking failure, and trying again - Looking for better ways to do things, ambitious and innovative. Willing to sometimes fail, but get back up again, try again and learn from your mistakes

## **Using insight effectively**

Evidence-led, actively seeking data to inform decisions, listening to experts and those affected by lung conditions.

## **Pushing the boundaries**

Curious and inquisitive, not just doing things because that's how they've always been done. Challenging blockers and encouraging others to do the same.

## **Making things happen**

Getting things done, driven by a passion to serve the people who need us. Influencing and collaborating with others, setting realistic goals, delivering what you commit to and holding each other to account.

## **Staying focused**

Focused on our vision, keeping people with lung conditions at the heart of everything we do. Believing our time has come and seizing the moment.

## **Working collaboratively**

Believing you can achieve more by working together and supporting each other. Seeking opportunities to partner with others, internally and externally.

## **Bringing our true and best selves**

Understanding that we're all different, that makes us a great team. Looking after ourselves and each other to ensure we can be at our best.

# We offer

## **Our benefits include:**

- 30 days holiday per year, plus public holidays
- Health cash plan cover
- Employee Assistance Programme advice and support scheme
- 4 times salary life assurance
- 5.5% employer pension contributions
- Bike to work scheme
- Flexible working – we believe that it's important for us to work flexibly so we're supportive of working from home and in the office

# Our selection process

## **If you like the sound of this role, please apply!**

If we think we'll be a good fit for one another, we'll get in touch to arrange an interview, which will either be over the phone, via Microsoft Teams, or in person. During the interview we'll talk to you about the role, why we enjoy working here and find out more about you. We'll let you know as soon as we've made a decision on whether we'd like to take things further with you.

If you have any questions, you're always  
welcome to reach out to our People team:  
[recruitment@asthmaandlung.org.uk](mailto:recruitment@asthmaandlung.org.uk)



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