Data Analyst

Job description and person specification

Role	Data Analyst
Pay	B2: £38,274 – £45,156. RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.
Hours	35 per week (Flexible working considered)
Employment type	Fixed term until March 31st, 2026
Closing date	24th June 2024
Reports to	Senior Analyst
Direct reports	0

Responsibilities

- Assess the suitability of administrative datasets for ingest to Scotland's National Safe Haven and linkage to other research datasets, identifying appropriate ways to collate, prepare and update the data, including cleaning and quality assurance.
- Updating datasets already held within the National Safe Haven
- Follow processes and produce documentation to track progress and to enable researchers to understand the purpose and content of the datasets, including the preparation of data dictionaries and collation of metadata.
- Coordinate and communicate with external partner organisations to ensure that delivery of dataset processing meets business objectives.
- Report progress to team members and external partner organisations to ensure the effective delivery of the data sourcing pathway.

Person specification

Knowledge, skills and experience
- Experience in using a wide range of analysis and synthesis techniques, including statistical analysis in SAS or R **Essential**
- Experience of data management and ensuring data for analysis meets data quality standards and is interoperable with other data sets, enabling reuse **Essential**
- Experience of identifying problems as they occur, ensuring appropriate actions are taken to resolve **Essential**
- Experience of effectively managing stakeholder expectations **Essential**
- Ability to explain the choice and application of techniques to internal and external colleagues **Desirable**
- Experience of working within teams to resolve problems and implementing efficient solutions and preventative measures. **Desirable**

- Ability to support or host difficult discussions within the team or with diverse senior stakeholders. **Desirable**
- Practical knowledge of data linkage and data sharing principles **Desirable**
- Knowledge of information governance processes **Desirable**
- Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships. **Desirable**

Qualifications
- Educated to degree level or equivalent and experience in settings that require analytical skill **Essential**