

Senior Analyst

Job description and person specification

Role	Senior Analyst
Pay	C1: £45,839 – £56,251. 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 31 st , 2026
Closing date	24 th June 2024
Reports to	Data Sourcing Manager
Direct reports	2

Responsibilities

- Lead on discovery of certain datasets at RDS, working with data controllers to assess the feasibility of using their data and working to agree full process from initial contact to data preparation.
- Lead on securing specific datasets identified within the ADR Scotland data sourcing process for processing by the analysts.
- Lead on the implementation of improvements to digitising the data sourcing processes and standardising process documentation.
- Work with data controllers to agree access for research to priority datasets.
- Work to ensure the efficient running of processes around how data should be cleaned, prepared, updated, and quality assured so that it can be brought together with data from different sources.
- Support the operational planning and delivery of research ready datasets for the ADR programme.
- Support the overview of the datasets within the pipeline, in preparation and being ingested into the data catalogue.
- Identify and support team members to adapt and improve existing models of data ingest as required.

Person specification

Knowledge, skills and experience

- Experience in using a wide range of analysis and synthesis techniques, including statistical analysis in SAS or R and ability to help teams apply and justify use of these methods. **Essential**
- Experience understanding technical and business needs of stakeholders, effectively managing expectations. **Essential**

- Experience of data management and ensuring data for analysis meets data quality standards and is interoperable with other data sets, enabling reuse. **Essential**
- Ability to communicate complex ideas, limitations of data and advise on the choice and application of techniques to internal and external colleagues. **Essential**
- Experience of identifying problems as they occur, ensuring appropriate actions are taken to resolve. **Essential**
- Experience overseeing projects within a data analytics team and co-ordinating teams to resolve problems and implement efficient solutions and preventative measures. **Essential**
- 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**
- Implements stakeholder engagement/communications plan. 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 significant experience in settings that require a high level of analytical skill **Essential**