

## Job Description

**Job Title:** Data Analyst  
**Accountable to:** Head of Healthcare

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated,
- we act with integrity
- we embrace diversity
- and we strive to do things better together.

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



### The role

We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

As a Data Analyst you will support the Business & Performance Manager in ensuring that all statutory activity data is collected, collated, validated, quality assured and submitted within agreed timetables and assist in improving data quality through monitoring of returns, identifying areas that require improvement and escalating data quality issues as appropriate to the Business & Performance Manager.

You will support the Business & Performance Manager in providing business and operational information, analysis and performance monitoring reports which will meet the requirements of the business and show the information and data supporting the achievements against the relevant targets.

You will respond to ad hoc requests for information from internal and external stakeholders and offer support for the clinical system as required and document working procedures for routine, statutory and ad-hoc reports so that documentation is up to date and accessible to relevant staff at all times.

You will also,

**Provide** quality data submissions in a timely manner for internal and external reporting requirements and to meet commissioner expectations along with assuming overall responsibility for leading the administration team.

**Deliver** effective patient centred clinical administration to ensure the smooth day to day running of the service by overseeing healthcare appointments, scheduling of patient clinics and external hospital appointments.

**Inspire** excellence in your people by pro-actively leading the service and motivating the team recognising that our workforce is our most valuable asset. Key stakeholders will be assured knowing we provide a service that people can trust, feel safe within and feel proud of.

**Promote** professionalism and attention to detail within the completion of your duties embedding a culture of shared learning.

**Share** knowledge, skills and expertise to ensure safe care, and build multi-disciplinary teams of clinical and non-clinical colleagues who support each other to do a great job.

### About You:

- Maths and English at GCSE or equivalent grade C or above
- NVQ 2 Business Administration or equivalent
- Experience managing teams within a multi-disciplinary environment
- Experience interpreting and analysing complex data sets
- Experience of data quality and experience developing data quality
- A working knowledge of SystmOne or a similar patient based IT system
- Ability to prioritise workload and delegate effectively
- Able to build and maintain close working relationships with stakeholders
- Excellent communication skills
- A non-judgmental and compassionate approach
- Advanced IT working technical knowledge of Microsoft Excel, Access, PowerPoint, Word



### Additional information

**Disclosure and Barring Service-** a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

**Prison Vetting-** a HMPPS (Her Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

**Education and Training-** continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.