

JOB DESCRIPTION

JOB DETAILS

Job Title:	Senior Corporate Analyst
Grade:	AfC Band 7
Department/Directorate:	Strategy and Planning Division
Base:	Capital Quarter 2, Cardiff

ORGANISATIONAL ARRANGEMENTS

Accountable to: Corporate Analytics Manager

Professionally Accountable to: Corporate Analytics Manager

Job Summary:

The Senior Corporate Analyst, will have the opportunity to make a significant impact on transforming how Public Health Wales uses data, improving data literacy and our ability to turn insights into actions.

You will support the Corporate Analytics Manager in developing and delivering our approach to Corporate Analytics. You will play a key role in developing and delivering solutions to complex business problems, utilising relevant Business Intelligence Tools

You will engage with stakeholders of all levels across the business.

Key responsibilities will include:

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- Convert business questions and high level data collection needs into well-specified analyses and reporting requirements
 - Create visually compelling dashboards and reports that drive improvements and deliver insights.
 - Maintain processes that make up the Corporate Analytics business as usual suite of products.
 - Maintain functional and technical documentation, in line with Corporate Analytics Standards
 - Promote the use of BI solutions throughout the business and help ensure they are used to support decision making.
 - Monitor usage and engagement of BI Products
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Duties and Responsibilities

- Develop corporate dashboards and workflows utilising business intelligence tools, such as alteryx and tableau.
- Undertake analysis of corporate data to develop insights and action to solve business problems.
- Support the development of a corporate analytics community in Public Health Wales
- Develop relationship with key partners and stakeholders to support the evolution of corporate analytics in Public Health Wales
- Design, create and develop appropriate new databases, reports and processes of data capture to ensure internal and external stakeholders receive high quality, accurate information in which key headline messages are clearly identified to inform forecasts and service change decisions
- Lead role on validating and quality assuring information used in the development of insight and intelligence products for the Corporate Analytics Team
- Work with senior clinicians and managers commissioning work on Corporate Analytics projects to advise on information needs and data analysis to support decision making and service improvements.
- Promote the use of information to inform decision-making and provide highly complex specialist advice taking account of sensitive and contentious activity information issues.
- Use specialist knowledge to create, design and develop corporate analytics solutionstaking into account needs of different stakeholders.
- Develop data visualisation and the most effective analysis/visualisation techniques to support Corporate Analytics outputs.
- Update, modernise and automate data flows to reduce production times for key products.
- Provide, present and report highly complex information and conclusions on a one to one basis or in a wide range of group meetings, including board meetings using presentational aids, internally and externally, the nature of which will vary from collaborative to confrontational.
- Ability to appreciate other points of view or other situations when dealing with highly complex sometimes conflicting information streams.
- Analyse highly complex business problems . Deal with complex facts or situations requiring analysis and interpretation, including comparison of a range of options.
- Undertake forecasting work involving statistical analysis of highly complex trends, incorporating many sources of information and complicated aspects including where some information is not available. Will exercise own judgement in the assumptions made in the production of this information.
- Use specialist knowledge and experience to plan long term workload into modules so that they can be planned into a project.
- Prioritise information requests from stakeholders and deliver corporate analytics support within agreed and negotiated timescales.

- Frequent requirement to change responsibilities at short notice, reprioritise and deliver to new time scales. Responsible for the organisation, management and execution of own time in the completion of tasks and projects to develop information products
- Produce technical documentation for proposed projects and developed systems.
- Developed specialist knowledge and understanding of complex methods and approaches for the analysis and presentation of information underpinned by experience and theory. In depth specialist knowledge of statistical, epidemiological, analytical information procedures.
- Highly developed understanding of the principles of operational and national policy, which will inform our work.
- Excellent understanding of data quality issues and approaches taken to improve quality. Undertake regular reviews of data quality to ensure consistently high levels.
- Expert user of Microsoft Office applications and skilled in use of business intelligence tools.
- The post holder will have knowledge of information governance and the need for patient confidentiality in the handling of patient identifiable data.
- Regularly design complex spreadsheets using advanced functions and formulate database queries for specific purposes.
- Provide accurate, useful and timely information internally and to external organisations, combining data from numerous sources.
- Regularly research, develop and provide technical solutions to new problems that have not been previously addressed.
- Undertake reviews and audits for pilot and new data collections to promote the validation of data.
- Develop methodologies for the collection, analysis and interpretation of information.
- Provide benchmarking data for national and local comparative analysis.
- Supervises the workload of more junior analyst(s) where applicable ensuring that the level, volume and quality of the work is appropriate.
- Continually reviews current work practices, making recommendations to others regarding improvements e.g. updating/developing systems within the team.

Personal Development:

The jobholder would be expected to actively participate in Continuing Professional Development to ensure that they appropriately maintain their professional development and achieve personal development goals identified at Performance Review.

The jobholder is expected to keep abreast of industry developments and emerging best practice.

Health and Safety Requirements:

All employees of the Unit have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Unit to meet its own legal duties and to report any hazardous situations or defective equipment.

CONFIDENTIALITY

All employees of the Unit as employees of Public Health Wales are required to maintain the confidentiality of members of the public and members of staff in accordance with Public Health Wales policies.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the postholder.

Date Prepared: 19 August 2021

Prepared By: Alex Lewis

Date Reviewed:

Reviewed By:

PERSON

Senior Corporate Analyst

Band:

7

SPECIFICATION

Job Title:

ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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QUALIFICATIONS	<p>Relevant experience to Master degree level or equivalent professional experience.</p> <p>Evidence of continuing professional development.</p>	Project management qualification or equivalent experience.	Application Form Interview Certificate
EXPERIENCE	<p>Experience of linking complex data sets to derive meaningful analysis.</p> <p>Experience of using business intelligence tools, such as Tableau, Alteryx, Microsoft Power BI and Power Automate.</p> <p>Experience of validating and quality assuring outputs.</p> <p>Experience of statistical analysis of highly complex information.</p> <p>Experience of planning workload independently and project management skills</p> <p>Ability to manage complex and varying workloads whilst delivering to often tight timescales.</p> <p>Experience and understanding of data quality issues (including resolution of such issues).</p> <p>Significant experience of databases/data modelling tools within an information environment.</p> <p>Experience of providing and presenting highly complex information to clinicians and senior managers.</p>	<p>Experience of providing specialist advice on highly complex information issues</p> <p>Experience of using business intelligence tools to provide meaningful insight to a range of audiences.</p> <p>Experience in project management, including Agile Project Management techniques</p>	Application Form Interview

SKILLS	<p>Advanced IT skills with high level of experience of using Microsoft Office applications.</p> <p>Advanced IT and analytical skills with an in-depth knowledge of IT tools/systems such as business intelligence tools and systems. .</p> <p>Excellent verbal, written & presentation skills.</p>	Ability to speak Welsh or willingness to learn.	Application Form Interview
KNOWLEDGE	<p>Knowledge and understanding of information governance requirements.</p> <p>Excellent knowledge of NHS services and information systems.</p>	<p>Knowledge of the broad concepts of Value Based Healthcare.</p> <p>Knowledge of business intelligence systems.</p>	Application Form Interview
PERSONAL ATTRIBUTES (Demonstrable)	<p>Highly committed and self-motivated.</p> <p>Ability to work autonomously using own discretion.</p> <p>Enthusiastic, committed, proactive, and innovative.</p> <p>Curiosity and appetite to continuously improve products and processes.</p> <p>Horizon scanning and adept at identifying potential opportunities and solutions.</p>		Application Form Interview
OTHER (Please Specify)	Able to travel to locations across Wales		Interview