

PERSON SPECIFICATION

QUALITY IMPROVEMENT DATA ANALYST - BAND 6

1. Knowledge, skills and training		Essential	Desirable	Assessment method
1.1	Educated to degree level in a health information or mathematical /statistical subject or equivalent experience of information handling / analysis in a work environment	Yes		Certification, application, interview
1.2	Good Standard of Education including Maths and English (at least GCSE equivalent standard)	Yes		Certification, application,
1.3	Demonstrable experience of working with computer systems	Yes		Certification, application,
1.4	Qualification in information management/ analysis or relevant equivalent experience working in a data and information systems environment and/or in an Information Analyst role.	Yes		Certification, application,
1.5	Demonstrable Microsoft SQL Tools experience (advanced SQL desirable).	Yes		Certification, application, Interview
1.6	Evidence of continuous professional development	Yes		Certification, application, interview
1.7	Understanding of data structures, modelling, querying and reporting against relational database management systems	Yes		application, interview
1.8	Understanding of key national and local policy drivers / targets applicable to healthcare providers	Yes		application, interview
1.9	Demonstrable knowledge of Information Governance, Data Security, Data Protection, Caldicott Guidelines, Freedom of Information Act and Data Quality	Yes		application, interview

1. Knowledge, skills and training		Essential	Desirable	Assessment method
1.10	Experience of producing provider data, reporting, outcome measurements etc. Strong analytical and mathematical reasoning skills. Able to understand, evaluate and present complex data	Yes		application, interview, references
1.11	High level analytical, evaluation and interpretation of data skills including production of statistical tools such as SPC run charts, control charts, pareto, funnel plots etc.	Yes		application, interview, references
1.12	Able to produce own reports in a logical and structured way and to a high standard of presentation And translate reports and statistical analyses into information that is meaningful	Yes		application, interview, references
1.13	Postgraduate professional Health or information management qualification		Yes	Certification, application,
2 Job specific experience			√	
2.1	QSIR Practitioner training or relevant experience/proven knowledge of working within QI methodologies	Yes		Certification, application, interview
2.2	Knowledge and understanding of clinical coding (e.g. READ, ICD10, or SNOMED), clinical terminology	Yes		application, interview
2.3	Experience in identifying reporting requirements and developing reports to customers specifications	Yes		application, interview, references
2.4	Proven knowledge/experience of information analysis using database interrogation tools: SQL, Business Objects, Power BI or equivalent	Yes		Certification, application, interview, references
2.5	Experience of implementing new tools and systems for information reporting or analysis, supporting modern dashboard tools and operational services	Yes		application, interview, references

1. Knowledge, skills and training		Essential	Desirable	Assessment method
2.6	Experience in training wide audiences and explaining technical reports to non-specialists	Yes		application, interview,
2.7	Experience in training computerised systems/reporting requirements to non-specialists in a meaningful engaging way.	Yes		application, interview,
2.8	Ability to work under pressure and to deadlines and ability to manage own work and prioritise workload	Yes		interview, references
2.9	Ability to understand how own role and duties relate to broader strategic issues.	Yes		interview
2.10	Experience of specifying system modifications at a technical level	Yes		Application, interview
2.11	Ability to present and explain the result of complex information analysis in a clear and understandable way Good presentation skills	Yes		interview, references
2.12	NHS experience or other health or public sector		Yes	application, references
3. Managerial/supervisory experience				
3.1	Ability to set a good example and become a lead expert in assigned subject areas	Yes		Interview, references
3.2	Experience in managing projects / leading work development tasks	Yes		Application / references
3.3	Experience of liaising / negotiating with external and internal suppliers		Yes	Application, interview
3.4	Knowledge and experience of project management techniques e.g. PRINCE2		Yes	Application, interview
3.5	Experience in line managing / supervising staff		Yes	Application, references

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4. Additional requirements				
4.1	Expert in Microsoft Excel, intermediate level for WORD, PowerPoint and Access	Yes		Certification, application, Interview
4.2	Confidence, enthusiasm and commitment to finding new ways of working	Yes		interview, references
4.3	Professional registration under the Federation of Informatics Professionals (FED-IP) or similar		Yes	Certification
4.4	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively	Yes		Application, interview
5. Business Travel				
1.5	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business	Level 1		Application, interview

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.