

## Job Description

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<b>Job Title</b>	Senior Information Analyst
<b>Salary Band</b>	6
<b>Service Area</b>	Finance
<b>Department</b>	Business Analytics

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### Job Overview

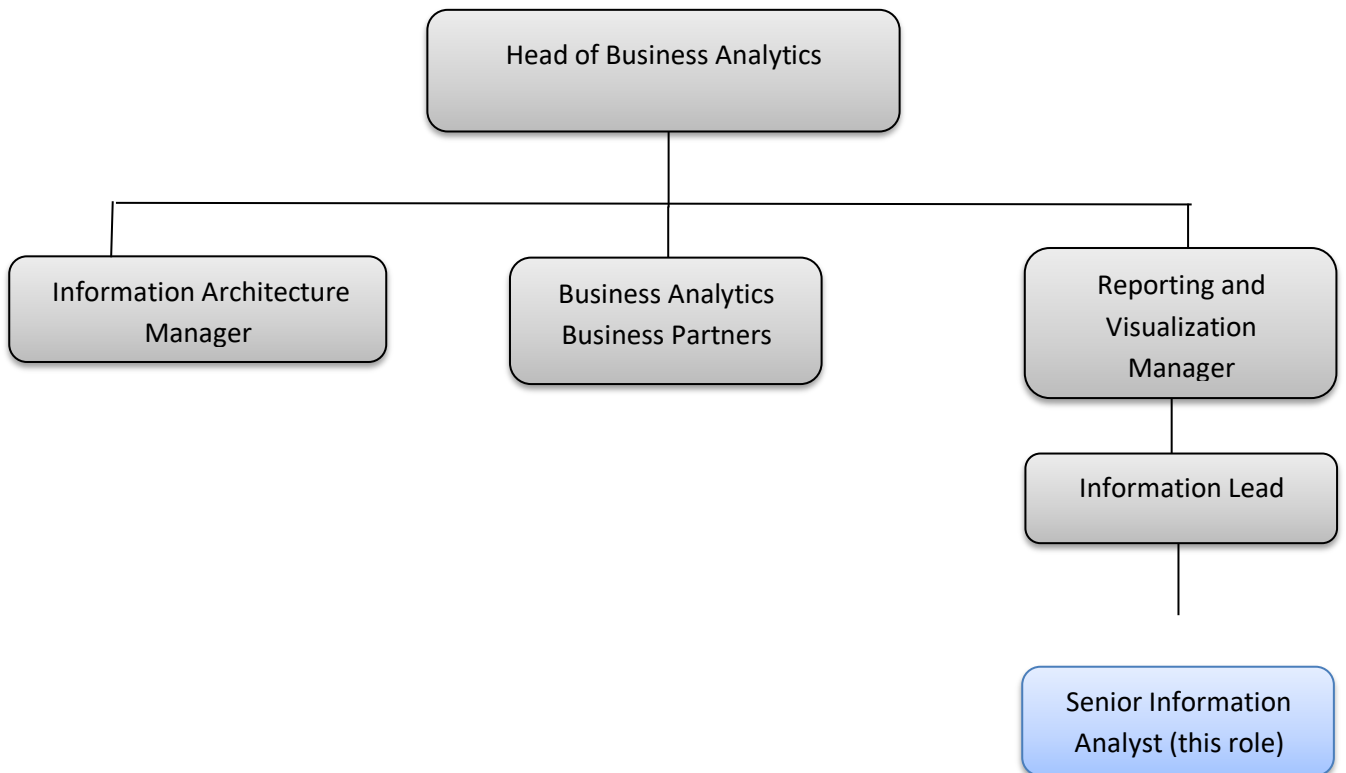
The post holder will be part of a team that operate as a resource pool within the Trusts Business Analytics team providing analysis and visualisation solutions across the Trust servicing the needs of key stakeholders. The post holder will specialise in using advanced statistical tools to support planning, forecasting and visualisations.

- Identify, develop and prepare information reports to meet the business agenda for Cornwall Partnership Foundation Trust (CFT) including detailed reports to support Finance, Operations and Contracting. Providing business information and data analysis to support organisation in income forecasting, tariff, forecasting and capacity planning.
  - Be responsible for investigating specialist or complex business analysis issues, advising staff on systems and/or policy that will affect business information and/or data. Be responsible for interpreting a range of business information and/or data, explaining complex issues to non-technical professionals.
  - Develop and create specialist information reports to Business Partners, managers, clinicians and other staff across CFT and the health community, on a routine and ad hoc basis, liaising with external bodies as appropriate.
  - Support the co-ordination of robust and effective implementation of systems and processes developed for clinical audit and effectiveness.
  - Enable the effective use of information, helping users to identify their information requirements and supporting them in their use and interpretation of information. Propose policy or service changes, impact beyond own area.
  - They will also assist in coaching users in the analysis and interpretation of the information and how to use it to guide their decision making, advising on issues of data standards and quality as necessary.
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- Provide training to analyst team members in relation to continual personal development. Ensure routine reporting standardised.
- Works to achieve agreed objectives and has freedom to do this in own way, working within broad professional policies; advises without reference to manager. Acts as a lead specialist in own area.

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### Organisational Chart



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## Duties and Responsibilities

### *Communication and Working Relationships*

- Business Analytics Team
- Clinicians and their teams
- Business Development Team
- Governance
- Senior Managers /Information Leads within and outside the organisation
- Finance Department
- Database Management Service (DBMS)
- CITS Data Quality and CITS Project Teams
- Digital Services

### *Management and Personal Development*

- They will also assist in coaching users in the analysis and interpretation of the information and how to use it to guide their decision making, advising on issues of data standards and quality as necessary.
- Keep abreast of the latest and emerging technologies, approaches and standards for integration into working practices where benefits can be realised.
- The ability to work on own initiative and act independently is essential as is the need to be accountable for own actions

### *Strategic Development, Planning and Organising*

- Plan and organise straightforward activities, some ongoing; Plan and organise complex activities or programmes, requiring formulation, adjustment
- Develop models to assist in annual planning and strategic service developments within the Trust.
- Contribute to capacity planning initiatives within the directorates and Trust as appropriate.

### *IT Systems and Processes*

- Highly numerate with significant experience in report design and production.
- Established or develop a good knowledge of NHS data standards and patient activity systems.
- Experience or training in using relational databases, spreadsheet and other data manipulation packages and the understanding and knowledge to exploit development opportunities for their use.
- Formal training or experience in the use of Structured Query Language (SQL).
- Knowledge of BI reporting tools i.e. Power BI
- Information specialist with analytical skills and knowledge
- Established or develop an understanding of statutory and mandatory requirements
- Established or develop an understanding of NHS data and its inter-relationships as specified by the NHS Data Dictionary and Model
- Experience of using R

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated according to their needs.

### *Review of the Job Description*

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

### *Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

<b>Job Title</b>	Senior Information Analyst
<b>Salary Band</b>	6
<b>Service Area</b>	Performance & Information Team
<b>Department</b>	Finance Directorate

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Educated to degree level or equivalent.	✓	
Substantial NHS Trust experience in an analytical role.	✓	
Significant experience of extracting & analysing complex and sensitive data to support the monitoring requirements to meet NHS targets. Significant experience in the use of information systems e.g. SQL, Access databases, Excel.	✓	
Ability to interpret complex and often ambiguous guidance to deliver reporting requirements.	✓	
Proven ability to work creatively and analytically in a complex problem-solving environment. Ability to find answers that aren't always immediately obvious.	✓	
<i>Skills and Aptitude</i>		
Ability to communicate effectively with all levels of staff across the Trust, including very senior managers.	✓	
Specialist knowledge and understanding of NHS data definitions, NHS information requirements, clinical terminology and coding systems. Ability to work as part of a team and to supervise, motivate, develop and encourage other members of the Information Team.	✓	
Highly Skilled in collecting, extracting and validating complex and sensitive data from a variety of computer systems. Ability to represent the Information Team at meetings and to recommend actions arising from information analysis.	✓	
Knowledge and understanding of the information management life cycle, including the use of statistics e.g. R and project management techniques.	✓	

Experience in using SQL, Power BI and other BI Reporting Tools.	✓	
Specialist knowledge and understanding of Mental Health and Community information, clinical terminology and coding systems.		✓
<i>Knowledge and Abilities</i>		
Detailed knowledge of NHS Rio system.	✓	
Knowledge of the NHS data model and data sets specifically related to the Trust.	✓	
Knowledge of Population Health Modelling principles.		✓
<i>Personal Qualities</i>		
Friendly and approachable, supportive to colleagues.	✓	
Tenacity to see projects through to completion.	✓	
Willingness to learn new skills and take on challenges.	✓	
Ability to work accurately to strict deadlines while under pressure and in unpredictable working environments with frequent interruptions.	✓	
Ability to use initiative and make decisions based on own specialist knowledge.	✓	
Flexibility in working hours to suit varying pressures of the post.	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CHOICE" values.	✓	
Ability to travel independently where required.	✓	
Disclosure and Barring Service check satisfactory to the Trust.	✓	
Occupational health clearance satisfactory to the Trust.	✓	
This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy.		