

Job Description

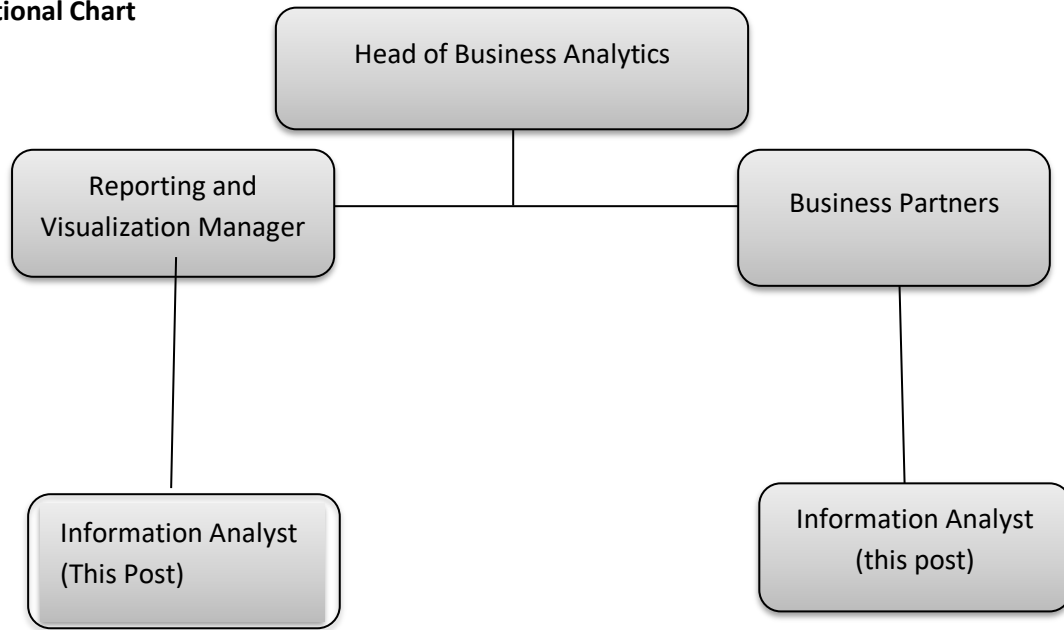
Job Title	Information Analyst
Salary Band	5
Service Area	Finance
Department	Business Analytics

Job Overview

The post holder will be part of a team that operate as a resource pool within the Trusts Business Analytics team providing informatics services across the Trust servicing the needs of key stakeholders and information users. This post is to act as a key conduit for information provision within Cornwall Partnership NHS Trust.

- To develop, maintain, validate and promote routine data collections
 - To develop, maintain, validate and promote a series of performance, contract monitoring and operational reports.
 - To collate and quality control routine submissions and monitoring reports.
 - To support the Senior Analysts & Deputy Business Partners.
 - To provide ad hoc information to Cornwall Partnership colleagues and external agencies when requested.
 - To ensure complex information reports are produced in accordance with operational policies and procedures
 - To enable effective use of information, helping users to identify their information requirements and supporting them in their use and interpretation of information
-

Organisational Chart



Duties and Responsibilities

Communication and Working Relationships

- Clinicians and their teams
- Business Development Team
- Governance
- Senior Managers /Information Leads within and outside the organisation
- Finance Department
- Digital Services

Management and Personal Development

- Work collaboratively with different departments to ensure a smooth and successful end product and on-going service.
- Communicate complicated, difficult to explain performance issues to non technical staff and communicate very detailed information within team and other providers.
- Skilled in identifying and highlighting any areas of concern with regard to data quality, accuracy or compliance with NHS targets, undertaking/recommending appropriate action as required
- 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 allocate workload to ensure achievement of deadlines for delivery of projects in line with local and national deadlines alongside other day to day responsibilities.
- Facilitate and promote the collection of accurate and high quality data on all Trust Digital systems, suggesting ways to enhance the work of teams and improve the use of systems where appropriate.
- Identify and utilise appropriate benchmarking data.

Administrative

- Work to achieve agreed objectives with freedom to do this in own way, work within professional policies and advise without reference to manager.
- Adopt flexible working hours as required to meet the demands of the team.
- Deal with sensitive and confidential patient information with integrity and in a manner that complies with the department's data confidentiality obligations (e.g. Data Protection Act, Caldicott Guidelines, Information Governance).

IT Systems and Processes

- Highly numerate with experience in report design and production.
- Established or develop a good knowledge of NHS data standards and patient activity systems.
- Willing to train or experience in the use of Structured Query Language (SQL).
- Knowledge of BI reporting tools i.e. Power BI.
- 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.
- Identify data quality issues and problems, providing appropriate solutions and advising customer of these issues.

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

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.

Person Specification

Job Title	Information Analyst
Salary Band	5
Service Area	Business Analytics
Department	Finance

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Educated to degree level or equivalent qualification/experience.	✓	
Experience of extracting & analysing complex and sensitive data to support the monitoring requirements to meet NHS plan targets.	✓	
Experience of using SSRS or Power BI report development.		✓
<i>Skills and Aptitude</i>		
Effective time management and the ability to prioritise work for self and others.	✓	
Excellent organisational and inter-personal skills.	✓	
Ability to communicate specialist information well with clients, colleagues and the public.	✓	
Excellent IT skills.	✓	
Specialist knowledge and understanding of Mental Health and Community information, clinical terminology and coding systems.		✓
<i>Knowledge and abilities</i>		
Detailed knowledge of NHS Clinical Systems.		✓
In depth knowledge of Microsoft software packages including.	✓	
<i>Personal Qualities</i>		
Friendly and approachable, supportive to colleagues.	✓	
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.	✓	
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.		