

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Business Intelligence Analyst |
| **Reports to** | Principal Analyst |
| **Band** | Band 5 |
| **Department/Directorate** | Business Intelligence |

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| **JOB PURPOSE** |
| To provide a comprehensive healthcare analytics and reporting service to support the business and operational needs of the Trust.  This will include production of regular and statutory reports and ad-hoc information requests for hospital management and clinical teams within the Trust, and for Integrated Care Boards (ICB), NHS England and other regulatory bodies.  To obtain relevant performance and benchmarking data from various internal and external sources. To carry out analysis to identify performance issues and/or improvement opportunities. To advise and assist hospital managers and clinicians in identifying information requirements; design and develop regular and ad-hoc reporting solutions to meet these needs; provide advice and guidance on the interpretation of reports and data; ensure timely and accurate submission of statutory and other mandatory data returns; contribute in work to improve and maintain data quality and service delivery.  Royal Devon University Healthcare NHS Foundation Trust aspires to provide high quality, cost effective, integrated health and social care services across East and North Devon in order that the community may live as healthily and independently as possible. The use of accurate and timely information is a fundamental component of the support services needed to realise this vision.  The Business Intelligence Team is responsible for producing approx. 250 regular and statutory reports on daily, weekly, monthly, quarterly and annual frequency. An additional 30-50 ad-hoc information requests are received per month.  The post will be based at either Newcourt House Exeter or Devonshire House, Barnstaple.  The post holder will fulfill all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Responsible for the production of specific statutory and other mandatory data returns required by NHS England and other regulatory bodies on a daily, weekly and monthly basis. * Ensure timely submission of statutory returns using the appropriate collection mechanisms e.g. via the Strategic Data Collection Service portal. * Take responsibility for a key work area e.g. Emergency Department, Maternity, Theatres, etc. This involves expert knowledge in the information systems used to support these and the performance requirements associated with each area. * Responsible for the collection of data from various sources and the monitoring of a wide range of performance targets associated with the key work area. This will require dialogue with the relevant departments to ensure that the data collected is accurate, timely and in line with NHS definitions. Part of this role will be to identify trend anomalies and investigate these in conjunction with the relevant departments to determine whether corrective action is required. Information used will frequently be complex or sensitive. * Produce regular reports for hospital managers, clinicians and others to support the business, finance, performance and clinical needs of the Trust. * Ensure regular reports are produced and distributed in an accurate and timely manner ensuring agreed timescales for distribution are met. * Implement any changes to procedures or service delivery required as a result of legislative or national /local policy changes. * Develop automated processes where appropriate for regular report production in order to improve efficiency, accuracy and consistency. * Identify areas in existing processes which could be adapted or improved. * Ensure that all procedures are fully documented and regularly reviewed to ensure continuity of service provision during periods of absence. * Investigate the potential for expansion of performance information into areas not currently reported routinely, and assist in the development of new key performance indicators and monitoring systems as required. * Provide information as required to comply with requests under Freedom of Information, Access to Records and Data Protection legislation. * Assist Senior Analysts and the Head of Business Intelligence in the development and maintenance of medium and long-term planning models by providing information as and when requested. Involvement includes both production of accurate data and ensuring operational managers fully understand the information. * Assist in supporting the operational teams in the capacity and demand modelling process within the Trust, using both nationally developed models and internal solutions, for a specific area. * Acquire, maintain and develop own knowledge of NHS data structures, Trust information systems and reporting systems used. An expert knowledge of data definitions and their application is essential. * Exchange knowledge and experience with other team members and where appropriate provide training and advice. * Keep own knowledge up to date with respect to changes in policies or procedures and ensure that changes are implemented locally as appropriate. * Develop and maintain high standards of customer service. * Represent the department at meetings where specific input is necessary. * Be aware of and work within the policies and procedures adopted by the Trust. * Attend mandatory training relevant to the post as specified by the Trust. * Participate in the annual Development and Review process, using the Personal Development Plan to highlight potential training requirements. * Respect the confidentiality of all matters they may learn relating to patients or other members of staff. Respect the requirements of the Data Protection Act 1998. * Undertake any other duties not specified within the Job Description but within the general scope of the post as determined by the Head of Business Intelligence. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Operational Management Teams | * GP Practices | | * Executive Directors | * Other hospitals | | * Clinical Coding | * ICB’s | | * Data Quality * Informatics and Information Management * Information Governance * Finance * Ward Staff * Clinicians | * NHS England * NHS Improvement | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Act within departmental guidelines, using or developing guidance notes and Standard Operating Procedures for specific tasks. Decide when to refer queries or issues to Senior Analyst for advice. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To acquire and maintain detailed knowledge of the analytical tools supporting Business Intelligence activities. * Liaise and communicate effectively with colleagues, systems users plus internal and external contacts as required with complex queries. * Provide and receive complex information. * Follow and contribute to agreed polices and processes. * Produce and maintain effective documentation following agreed standards. * Motivate and support users who are reluctant to use new technology. * Support a range of project activities as directed |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Responsible for the development and creation of regular reports on workflow, error reporting and resolution. * Undertake detailed analysis and validation of various types of data to inform assessment of organizational performance and help identify opportunities for improvement. This involves analysis of a range of facts or situations. * Identify, analyse and evaluate data quality issues which may impact on information provision and, through experience, judge whether action needs to be taken in terms of user input correction or whether further investigation is required to understand outcome variations. Follow up data quality issues with relevant teams. May require post-holder to suggest changes to working practices both within own department and Trust-wide as a result. * Bring to the attention of the Head of Business Intelligence any serious matters relating to data quality. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Plan and prioritise own workload on an ongoing basis and adjust tasks or activities daily as the situation requires, escalating if necessary to Senior Analyst. |
| **PATIENT/CLIENT CARE** |
| * Patient contact is incidental. |
| **RESPONSBILITY FOR INFORMATION RESOURCES** |
| * Play a key role in the provision of a comprehensive ad-hoc information service to support the business and performance needs of the Trust. This may relate to data held in any systems, both administrative and clinical. To negotiate content and required format in depth to ensure the user obtains exactly the right information to fulfill their task – they may need to be persuaded to take a different approach where appropriate, especially if the content is complex. Results must be tested against other sources to ensure consistency wherever possible. * Facilitate provision of accurate datasets for external bodies for audit purposes, national benchmarking projects and to populate tools for use within the Trust, as and when requested within the required timescales. This will require the postholder to work closely with teams throughout the Trust to ensure that data collected is accurate and consistent with other related reports. * Liaise closely with hospital managers and clinicians in identifying information requirements. Interpret the information requirements of users and identify the most appropriate information source to satisfy those requirements. Ensure the end users understand the analytical and statistical content of reports and are using them appropriately to manage operational performance. * Extract data from a variety of hospital information systems. Manipulate data using appropriate applications and present to the client in an agreed format. * Ensure that information reports are easily accessible and in a user-friendly format and that agreed deadlines are met. * Work collaboratively to maximise the use of the local Data Warehouse. * Take ownership of specific information systems/databases involving management of access, security, development, etc. as agreed with the Head of Business Intelligence. * Provide any necessary training or technical support to users of those information systems within the Trust. * Support the concept of a “shared drive” to minimize data input and ensuring that users can utilize the delivery tool in the most effective and efficient way. Carry out training either on a one-to-one basis or via workshops. * Assist with the data quality assurance and testing of new and enhanced software and ensure that new/enhanced software is fit-for-purpose and understood. * Continued personal development of knowledge and requirements to support changes in current software and the development of new software. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * No budgetary responsibility. * Responsible for ensuring the correct use of departmental datasets in accordance with sound information management practices to avoid corruption of data or inappropriate access and use. * Use of a PC or laptop to extract, manipulate, analyse and present data on a daily basis. * Speed and accuracy are required to ensure data analysis and reporting is timely. |
| **HUMAN RESOURCES** |
| * Provide any necessary training or technical support to users of specific information systems within the Trust. * Train other team members in respect of data definitions, software usage and processes to ensure service continuity during the post-holder’s absence. * Provide cover for other team members during periods of absence. The post-holder therefore needs to keep abreast of tasks specific to other posts. |
| **INFORMATION RESOURCES** |
| * Play a key role in the provision of a comprehensive ad-hoc information service to support the business and performance needs of the Trust. This may relate to data held in any systems, both administrative and clinical. To negotiate content and required format in depth to ensure the user obtains exactly the right information to fulfill their task – they may need to be persuaded to take a different approach where appropriate, especially if the content is complex. Results must be tested against other sources to ensure consistency wherever possible. * Facilitate provision of accurate datasets for external bodies for audit purposes, national benchmarking projects and to populate tools for use within the Trust, as and when requested within the required timescales. This will require the postholder to work closely with teams throughout the Trust to ensure that data collected is accurate and consistent with other related reports. * Liaise closely with hospital managers and clinicians in identifying information requirements. Interpret the information requirements of users and identify the most appropriate information source to satisfy those requirements. Ensure the end users understand the analytical and statistical content of reports and are using them appropriately to manage operational performance. * Extract data from a variety of hospital information systems. Manipulate data using appropriate applications and present to the client in an agreed format. * Ensure that information reports are easily accessible and in a user-friendly format and that agreed deadlines are met. * Work collaboratively to maximise the use of the local Data Warehouse. * Take ownership of specific information systems/databases involving management of access, security, development, etc. as agreed with the Head of Business Intelligence. * Provide any necessary training or technical support to users of those information systems within the Trust. * Support the concept of a “shared drive” to minimize data input and ensuring that users can utilize the delivery tool in the most effective and efficient way. Carry out training either on a one-to-one basis or via workshops. * Assist with the data quality assurance and testing of new and enhanced software and ensure that new/enhanced software is fit-for-purpose and understood. * Continued personal development of knowledge and requirements to support changes in current software and the development of new software. |
| **RESEARCH AND DEVELOPMENT** |
| * Participate in audit and research projects linked to core Trust applications to contribute to the improvement of patient care processes as required, including regular audits of data quality. * Provide clinicians and other Healthcare Professionals with data to support departmental audits, professional development and research studies as required. |
| **PHYSICAL SKILLS** |
| * Advanced keyboard skills. |
| **PHYSICAL EFFORT** |
| * Light physical effort. Computer and VDU use for majority of work time. |
| **MENTAL EFFORT** |
| * Regularly and frequently required to concentrate for long periods of time when analysing reports, preparing policy and strategy documents, interpreting policy. * Concentration required when analysing IM&T issues, interruptions to answer queries from colleagues. |
| **EMOTIONAL EFFORT** |
| * Infrequent exposure to health and treatment information relating to individuals the postholder may know. |
| **WORKING CONDITIONS** |
| * Office conditions, requiring VDU use most of the time. Driving to meetings off site is occasionally required. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Business Intelligence Analyst |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Educated to degree level, or equivalent work-based experience  Evidence of ongoing personal development  Statistics or informatics qualification  Epic Cogito Certification (must be willing to work towards certification within 1 year) | E | D  D  D |
| **KNOWLEDGE/SKILLS**  Proven experience of working within an Informatics or analytical role.  Advanced user of Microsoft Office  Good understanding of PC desktop and tablet hardware and software issues.  Experience in using SQL and an understanding of working with relational databases.  Ability to prioritise own workload and colleagues where required.  Good knowledge of clinical coding, NHS Data Definitions  Excellent organisational skills  Ability to interpret a client’s needs and ensure the most appropriate data is used.  Ability to analyse, interpret and present highly complex information from large data sets.  Understanding of NHS policies and performance targets | E  E  E  E  E  E  E  E  E | D |
| **EXPERIENCE**  Proven experience in an analytical role servicing information requirements in a complex environment  Experience of report design and production  NHS experience  Experience in the use of Business Objects/SSRS or similar reporting tools | E  E  D  D | D  D |
| **PERSONAL ATTRIBUTES**  Excellent communication skills both written and verbal, with a wide range of people  Frequent requirement for high levels of concentration to be sustained for long periods  Work with a high degree of accuracy and be able to demonstrate attention to detail  Able to cope with tight deadlines and constantly changing priorities  Able to work independently and as part of a team  Able to plan and prioritise own workload and meet deadlines  Flexible and adaptable to change  Advanced and accurate keyboard skills | E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Ability to travel to other locations as required  Continuous use of VDU equipment for the most part of the working day  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |