


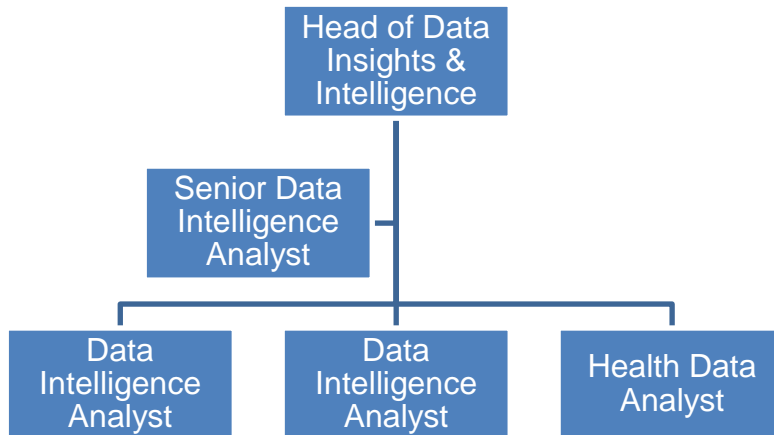
Job Title:	Health Data Analyst	
Grade:	E (£31,962 - £39,172)	
Service:	Finance and Corporate Services	
Reports To:	Head of Data Insights & Intelligence	

Service Overview

Corporate services is a central function covering Finance, Data Insights and Intelligence, Projects and Central Services Administration. Led by the Head of Data Insights and Intelligence, the Data Insights and Intelligence Team is small and highly integrated, responsible for managing and providing timely and accurate information and support to our operational services.

Service Structure

The Data Intelligence Analyst reports to the Head of Data Insights and Intelligence and is supervised by and works closely with the Senior Data Intelligence Analyst. The Head of Data Insights and Intelligence reports to the Finance and Corporate Services Director.



Purpose of the Role

The Health Data Analyst supports Compass to have strategy driven, effective and efficient, approaches to the capture and storage, management and quality improvement, ongoing reporting, analysis and interpretation of health data.

KEY DUTIES AND RESPONSIBILITIES

The role will:

- Collaborate with various internal and external stakeholders (including NHS and Local Authority health service commissioners) and teams

Responsibilities include but are not limited to:

Delivers Health Data Capture and Storage:

- Acquire health data from a range of internal and external sources
- Develop, implement, and manage health information systems
- Implement NHSD and associated practice standards on behalf of Compass.
- Contribute to maintaining health information systems which remain fit for purpose
- Support teams across Compass to access and effectively use health related databases and other data capture and storage systems

Delivers Health Data Management:

- Ensure that information governance is upheld at all times in line with Compass policy and legislation
- Deliver against health data sharing and processing agreements and support the development and maintenance of health-related data protection impact assessments
- Monitor and improve health data quality
- Proactively solve health data and information problems and issues

Delivers Ongoing Reporting, Analysis and Interpretation of Health Data:

- Analyse health data using statistical tools and techniques to generate insights and intelligence to support business decision making and improvement
- Build and maintain health data reports for business monitoring, management and improvement purposes
- Build, maintain, analyse and interpret automated health data dashboards for internal and external stakeholders and teams
- Communicate proactively with, presenting to, and interpreting technical information and data analysis results for non-technical team members and stakeholders
- Deliver mandatory health information returns (e.g. NCMP (National Child Measurement Programme), National Drug Treatment Monitoring System (NDTMS), mental health, GUMCAD/SHRAD (sexual health))

- Provide stakeholders and teams with actionable health data related insights and analysis based on high quality health data to support business decision making and improvement

Manage Yourself:

- Engage fully in agreed training
- Ensure safeguarding responsibilities are delivered in line with role and competency level
- Ensure that confidentiality is upheld at all times in line with Compass policy
- Ensure timely delivery of work in line with customer needs
- Ensure you develop and maintain your awareness and understanding of all national and locally agreed performance standards and reporting requirements applicable to the organisation
- Maintain accurate records in line with the Compass policies and procedures
- Participate in regular supervision in accordance with professional guidelines
- Participate in the Compass performance review process and respond to agreed objectives
- Prioritise and manage own workload within agreed objectives using initiative
- Take responsibility for own and others' health and safety in the working environment
- Take responsibility for own learning and professional development in line with Compass' Learning and Development framework and guidelines for professional practice
- Work collaboratively with the outsourced IT provider and system software providers
- Work in accordance with Caldicott Principles and Data Protection principles and adhere to all relevant Compass policy and procedure

In addition to these functions the post holder is expected to:

Carry out other duties as may be reasonably expected in accordance with the responsibilities/ competency level of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent relevant professional or management qualification <p style="text-align: center;">or</p> <ul style="list-style-type: none"> Equivalent level of knowledge gained through relevant work experience in the NHS 	<ul style="list-style-type: none"> Membership of a relevant organisation Microsoft PL300 Certified Postgraduate training in business intelligence/ business reporting/ statistical analysis Recognized project management qualification
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with health data and information either in the NHS or local government or voluntary sector Experience of NHS reporting for contract management/ performance management In depth knowledge and experience of working with health-related datasets Experience of accurate and timely completion of mandatory health information returns Experience of supporting strategic performance insights and data management Working with clinical systems Experience of collaborative and partnership working across organisational hierarchies and boundaries Excellent track record of delivering to deadlines and balancing competing priorities Experience of supporting the analysis and interpretation of complex health and population information and presenting it in an accessible manner Knowledge and experience of 	<ul style="list-style-type: none"> Experience of managing people, teams, projects Experience of using Power BI to develop data models and report content Experience of generating evidence for the NHS Data Security and Protection Toolkit Service and/ or process improvement and transformation Development and production of organisational performance data Knowledge of Public Health priorities

	<p>using Power BI, Excel, Dax, Python and SQL for data processing, transformation and analysis</p> <ul style="list-style-type: none"> • Experience of supporting the development, management and maintenance of management information systems and data warehouses and their implementation • Knowledge of Caldicott Guidelines, Data Quality Standards and UK GDPR 	
Skills & Aptitude	<ul style="list-style-type: none"> • Able to build and manage positive working relationships within and outside the organisation • Able to manage tasks through to successful completion under difficult circumstances • High level communication and interpersonal skills • Manage own workload effectively, escalating when necessary • Problem solving skills • Work confidently with large, aggregate reports and data sets 	<ul style="list-style-type: none"> • Able to motivate people and promote positive team dynamics • High level statistical analysis and interpretation skills • Presentation skills
Other	<ul style="list-style-type: none"> • Collaborative team player • Consistent • Curious • Demonstrates the Compass values • Leads by example • Pragmatic, flexible, resilient • Self-motivated, energetic, not easily discouraged 	<ul style="list-style-type: none"> • Creative • Manages difficult situations sensitively • Strategic thinking

The post holder must demonstrate good behaviour in all Compass values, personifying the values and inspiring all staff to do the same:

Role: Health Data Analyst
 Owner: Head of Data Insights & Intelligence
 Date: April 2025
 Version: 1.0
 Next review date: TBC

- **Integrity:** An unstinting commitment to honesty and openness in all our activities.
- **Valuing Each Individual:** Respecting the needs of each person and helping them gain greater control of their life.
- **Being Solution Focused:** Responding quickly and flexibly to current and emerging needs.
- **Consistent & Reliable Approach:** Always delivering on our commitments.

Safeguarding

The post holder must demonstrate and share our commitment to safeguarding by working proactively to safeguard and promote the welfare of children, young people and vulnerable adults.

DBS checks

DBS checks will be undertaken and will be rechecked as and when determined by Compass. For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check.

Equality, Diversity and Inclusion (EDI)

We know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We expect all those employed or who volunteer to share our commitment.