

JOB DESCRIPTION

Job Title:	Data Analyst and Quality Assistant
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS and such other areas as required.
Responsible to:	Quality Manager and Health and Safety Officer
Accountable to:	Chief Executive, Cobalt Health

Line management

There is no line management associated with this role

Job Purpose:

To collect, collate and analyse and report data and produce specific statistics to meet our reporting requirements, and allow the charity to implement and/or improve practices, procedures and policies,

To support the key processes, communications, and systems in place, that ensure all responsibilities with quality, accreditation and compliance within Cobalt are adhered to.

Key Relationships

SLT and, Combined Management Team members, Clinical Governance Manager, Cobalt staff team

Key areas of responsibility will include:

Operational Duties

- Collect, collate, analyse and present and report audit data through various submission site and portals to meet Cobalt's reporting requirements and deadlines.
- Provide RIS reporting systems / database expertise to assist senior managers with the development, maintenance and reporting of key performance indicators / performance reporting across the charity.
- Develop and maintain statistical information, creating, maintaining and running reports as required by senior managers and other Cobalt staff, including creating ad hoc and bespoke reports.
- Develop and provide key performance indicator statistics required by outside bodies, such as NHS Digital and NHS England, to ensure that the required national reporting occurs in a timely and accurate fashion.
- Perform various data analytics in MS Excel and Power BI using statistical models or industry accepted tools
- Assist the Quality Manager in monitoring the review process for Cobalt policy and procedure documents and liaise with authors regarding updates.

- Assist the Quality Manager and senior managers in maintaining Quality Manuals.
- Provide administrative assistance to the Quality Manager and senior managers in the maintenance of the annual ISO/QSI accreditation.
- Provide general administrative assistance to the team, including completing audits, issuing agendas, taking minutes and chasing action points and ordering equipment.
- Assist with gathering and collection of evidence required by various accreditation bodies and uploading of audit and OCM reports as evidence.
- Assist the Senior Data Analyst and Head of Governance & Quality with the administrative requirements for ISO 9001:2015 Quality Accreditation, QSI accreditation and ISO 14001:2015 Environmental Management Accreditation.
- To support and develop other staff including the Data Assistant.

Management of Resources

- To assist with monitoring of supplies, including stationery.

Teamwork

- To work collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure
- Advise and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (CPD) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively

manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Minimum 5 GCSE's to include English/Maths/Science or equivalent numeracy and literacy	✓	
Statistical qualification		✓
Educated to Degree level		✓

Knowledge and experience	Essential	Desirable
Experience of data collection, processing, interpretation and presentation in report format	✓	
Experience of analysing patient / health care data		✓
A good understanding of data issues, including an understanding of data protection principles	✓	
Experience of scoping and designing data collection and reports.	✓	
Excellent working knowledge of Microsoft packages, and familiarity with databases and online submission portals	✓	
Working knowledge of Power BI		✓

Skills and abilities	Essential	Desirable
Ability to input and analyse data accurately, keen eye for detail and spot errors or inconsistencies in numerical data and raise issues constructively	✓	

Confident written skills and ability to produce written reports or publications with summary statistics and commentary.	✓	
Strong administrative and record keeping skills.	✓	
Confident presentation skills.		✓

Personal attributes	Essential	Desirable
Excellent organisational and planning skills	✓	
Ability to manage/plan personal workload, including prioritising work to meet conflicting deadlines	✓	
Excellent interpersonal skills	✓	
Able to work independently and use initiative	✓	
Flexible approach to work with a focus on team working		
Ability to present technical information clearly	✓	
Resilience, able to work to tight deadlines	✓	
A desire to learn and develop in role, and make improvements	✓	