

SINGLE CORPORATE SERVICES

Analytics

Job title:	Senior Strategy Analyst	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Head of Analytics	
Accountable to:	Director of Strategy and Performance	
Pay Band:	8A	

Job purpose

To serve as the organisation's lead expert in forecasting, capacity planning, translating complex operational data into actionable insights that support strategic and operational decision-making. The post holder will work collaboratively with senior stakeholders across Operations, Finance, and other business functions to ensure resources, capacity, demand, and budgets are effectively aligned, while driving continuous improvement through analytics, reporting, and performance insight.

While the post is hosted within the Analytics Team, the post holder will work closely with the Strategy, Research and Transformation Team, proactively providing them with the analytical insights they need to develop strategies and projects.

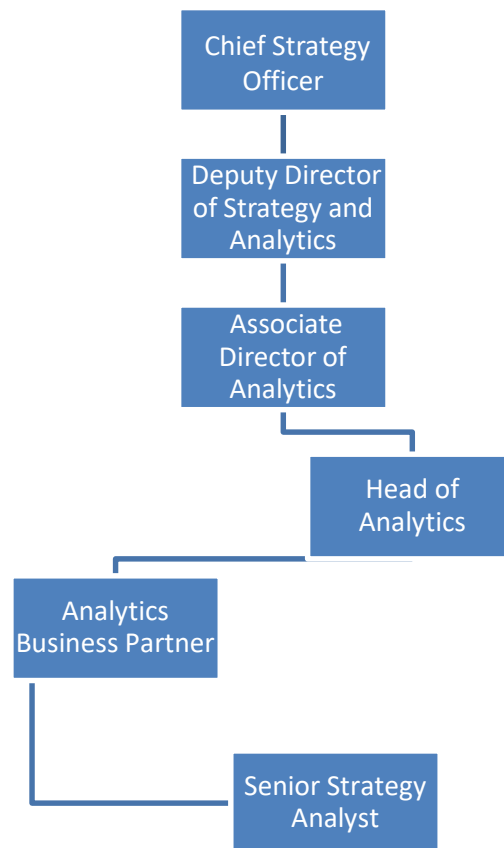
Key Working Relationships

- This is a high-impact role with visibility across the senior leadership team, where your insight will directly influence how we deliver services.
- Work with senior members of the division across the group as part of the division's senior management team
- Work with senior members of the analytics teams to develop projects that would benefit from analytics
- Engage with clinical leaders to identify their needs in terms of analytical insight
- Support the division executive team in its use of high-quality analysis and decision making
- Working with senior managers to embed data insights into pathway design
- Participate in relevant internal and external working groups/projects, services and initiatives
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Represent the trusts in national working groups and play an active part in the professional and analytic network events.
- Support collaborative working across Portsmouth and Isle of Wight Trusts and the wider ICB system
- Assist with Freedom of Information requests, keep under review the framework and in accordance with the legislation.

Job summary

- To provide analytical support to projects relating to strategy, innovation, and planning. They will apply analytical, economic, and healthcare knowledge to shape strategic projects, collaborating with colleagues across Strategy, Finance, Operations and senior clinical leaders to identify trends and make recommendations on strategy and planning.
- To lead on the provision of explicative, prescriptive and evaluative analytical insights from operational, clinical, and financial data for Business Informatics to the Director of Strategy, Research and Innovation and Trust Board, to support Trust planning activities across active strategic developments. They will be responsible for identifying opportunities for analysis to provide strategic insights and inform key strategic initiatives.
- To support the Trust's data analytics needs, by scoping analysis and building modelling and forecasts to communicate insights on performance, the drivers of growth and inflation, emerging risks, strategic challenges, and the case for change.
- To collaborate with the Transformation team to drive process efficiencies, cost reduction and standardisation through optimising organisational value and resource scheduling through robust data analysis
- To ensure the group, acting 'as if one', is using a relevant and effective set of performance measures and indicators, including those prescribed by government and commissioners
- To jointly coordinate and provide professional leadership for the delivery of a high-quality insights analytics service to the Group using a reasonable knowledge of group data and business processes, and good technical skills in data management, business intelligence and analytics
- To contribute to putting forward options and recommendations that the group can take advantage of for relevant tools and technologies to become a high-performing insight-driven organisation
- To lead on the development of appropriate solutions to provide insight into, and to help address Trust and group performance
- To attend meetings that may be on either site. This may require occasional travel to one or more sites that are not your usual place of work.

Organisation Structure



Specific Core Functions

- Supporting performance and planning activities across the group
- Tracking, analysing, interpreting, forecasting and reporting on performance
- Anticipating future analysis & information needs
- Providing information to help improve the efficiency of service & changing practices.
- Providing insights to inform the setting of performance targets & trajectories, using intelligence regarding the division, area, specialty or group
- Providing 'user friendly' reports, dashboard, intelligence and data, accessible to staff in the divisions, areas, specialties being supported
- Contributing to improvement; supporting performance reviews, audits and inspections, providing analysis, information and narratives
- Contributing to the development of an improvement culture and promoting the importance achieving performance metrics
- Where appropriate supporting the division's corporate objectives
- Responsible for providing the analytical expertise; reporting, analysis, insight for the development & delivery of the division's (and associated care groups, departments & services) operating plan, triangulating activity, workforce, performance, quality & finance including the constitutional standard for which that division is responsible as appropriate
 - Where appropriate, developing strong relationships at CG & specialty level to be driving day to day practical operational & service changes and performance improvements
- Where appropriate, engaging with and keeping care group teams well informed of their performance

Research

- Strong working relationships with the digital business partners, programme managers and IT consultants and the group IG Manager, especially in regard to developing the solutions that support the management and flow of data and information required by the division, Trust, Group and System to develop insights, in developing the architecture for data storage and in researching and employing analytics tools and technologies
- Take part in research on emerging / advanced analytics tools / techniques / technologies, e.g.
 - spatial analytics, predictive analytics, mobile analytics, as well as new versions of existing software to recommend further value-adding initiatives;
- Seek best practices and bring innovative thinking through emerging external landscape and trends that can bring about step change or continuous improvement in data analytics;
- Support work on building advanced analytics capabilities / solutions, e.g. statistical and modelling work
- Collate as required, qualitative and quantitative information and lead appropriate analysis to support the development of robust business cases to build solutions.

Development, Analysis and Consulting

- Using data blending (e.g. Alteryx, SSIS) and statistical software (e.g. SAS, SPSS, R, SQL) to create insights
- Work effectively with stakeholders to determine their data analysis requirements and to develop plans to meet those needs within the Analytics Team
- Lead on the design and development of analytical solutions, e.g. benchmark dashboards, to enable self-service analytics for business and clinical users
- Lead on the delivery of insights products, e.g. analytical solution development, performance report development, urgent care performance analysis, in collaboration with cross-functional team members and guiding junior resources in the team, as required;
- Take responsibility for ensuring that all data analyses / reports are fully tested, documented and traceable;
- Act as an SME (Subject Matter Expert) within the group on healthcare data and analytics and ensure data sets and tools are used appropriately
- Support Product Owners and Analytics Leadership with producing business cases for analytical solutions
- Perform impact assessment of solutions requests in collaboration with IT, as required
- Contribute to the definition of solutions architecture, with specific emphasis on the data and information layer
- Suggest innovative feature set to all existing and future products
- Lead on deep-dive analyses into issues, utilising advanced technical skills, to deliver insights to key stakeholders to support recommendations and decision making
- Provide expert advice and guidance to business users to ensure that they utilise the best data sources in their work

Methodology, Process and Policy Development

- Develop, maintain and regularly review department-wide / organisation-wide standards and related processes and policies
- Promote the Analytics strategy and analytics roadmap
- Define / agree standards on analytical solutions development, drive best practice and ensure effective usage of analytical solutions across the Trust
- Lead on the development of KPIs, including user satisfaction and the number of active users, to measure / monitor the success of the analytical products
- Take a leading part in standardising analytical solutions in terms of user experience
- Proactively contribute, providing expertise into defining data management standards to support the ongoing development of the data analytics offering, working with IT, external consultants and / or providers as appropriate
- Contribute to performance improvement, taking a lead for identifying areas where agreed
- Actively contribute to the design and development of team policies, processes, standards, guidelines and templates to improve the team's service capability and quality

Knowledge Management

- Actively promote the Information and Analytics capability across the Trust through presentations / workshops in order to encourage efficient and effective use of the organisation's data assets, analytics tools and products
- Responsible for facilitating / contributing to technical user groups / forums to increase the uptake of the analytical tools, solutions, and techniques across the business and showcase advanced uses cases
- Maintain key communication channels with other analysts in other functions across the organisation to share skills between the functions and to identify opportunities for collaboration
- As required, act as the Trust's representative on relevant external committees to promote the progressive improvement of data quality, the use of automation to reduce burden on providers and the collection of new data sets or extending the scope of limited data sets
- Liaise with analytics users elsewhere within the group and across the NHS
- Identify knowledge / intelligence gaps and propose systems / processes to address these gaps.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
 - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - (b) providing and receiving complex or sensitive information,
 - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

- Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post requires developed physical skills to fulfil duties where there is a specific requirement for speed or accuracy. This level of skill may be required for advanced or high-speed driving; advanced keyboard use; advanced sensory skills or manipulation of objects or people with narrow margins for error, or the post requires highly developed physical skills,

where accuracy is important, but there is no specific requirement for speed. This level of skill may be required for manipulation of fine tools or materials.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for policy implementation and for discrete policy or service development for a service or more than one area of activity.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.
- The post holder will be responsible for the safe use of equipment other than equipment which they personally use.
- The post holder will monitor and/or contributes to the drawing up of department/service budgets or financial initiatives.

Management/Leadership

- The post holder is responsible for day-to-day management of staff within Analytics. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; responsible for monitoring mandatory training compliance with their team. The post holder will be responsible for reviewing work performance and progress and manage the allocation of work.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

Research and development

- Carries out research or development work as part of one or more formal research programmes or activities as a major job requirement.

Freedom to Act

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

- There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time,

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Educated to masters level or equivalent level of experience of working in specialist area.	Professional Registration	A/I
Experience	Experience of identifying and interpreting National policy;	Experience of leading a code-first analytical function, with experience using and developing open-source code, and 'coding-in-the-open'.	
	Experience of researching best practice (globally, private and public sector), interpreting its relevance and processes / practices which could be implemented successfully to achieve system reform (advising on policy implementation).	Expert in open-source programming languages, such as Python/ R	
	Experience working on tactical & operational matters and managing analytical services (preferably in the public sector)		
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	Experience of working with complex performance and information management scenarios while also developing and presenting insights and guidance of a very high quality		

	Demonstrated experience in one or more of: • Simulation methods, such as Discrete Event Simulation (DES) or System Dynamics. • Regression modelling: generalised linear models such as logistic or Poisson, multilevel models, Analysis of Variance. • Bayesian approaches to modelling • Machine Learning / predictive models: regression/classification trees, random forests, boosting, neural networks Experimental design and applying the appropriate testing framework to analytics.		A/I
Knowledge	A good understand of data quality and the impact that poor data quality can have on patients and the group	Knowledge of 'what good looks like' to deliver an excellent analytics service	A/I
	A good understanding of Information Governance, Data Sharing and Data Protection Principles		A/I
	A working knowledge of GDPR and how it applies to our work		
Analytical Skills	Ability to explain the principles, results, implications, strengths and limitations of analytical methods to non-technical audiences.		A/I
	Able to present complex information in a number of formats in a way that is easy to understand		
	Expert knowledge of predictive, prescriptive and evaluative analytical techniques		A/I
	Knowledge of Power BI and ability to develop simple reports in Power BI		
	Expert in delivering insights through data visualisation using a variety of methods and choosing the most appropriate for the audience		A/I
	You can apply a range of statistical practices and can advise on best practice		
Management Skills	Proven skills in working collaboratively		A/I

	Skills for delivering results through managing others and using a range of levers in the absence of direct line management responsibility.		A/I
	Skills for managing relationships with a range of different stakeholders.		A/I
	Evidence of strong organisational skills, and track record of proactively working to overcome challenges that arise		A/I
Communication	Provide and receive highly complex, sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.	Persuade board and senior managers of the respective merits of different options, innovation and new market opportunities	A/I
	Specialist in the tools and techniques to communicate findings to non-analyst colleagues. Advising junior members and colleagues of the team	Negotiate on difficult and very complex and detailed issues	A/I
	Strong skills in creating and designing appropriate data visualisations, to communicate findings.		A/I

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.