

## SINGLE CORPORATE SERVICES

### Analytics & Information Services

<b>Job title:</b>	Data Modeler	<i>To be completed by HR</i>  <i>Job Reference Number</i>
<b>Reporting to:</b>	Data Architect	
<b>Accountable to:</b>	Deputy Director Analytics	
<b>Pay Band:</b>	8A	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

#### Job purpose

There is an aspiration across the Group to become 'Information Led' by driving behaviours that enable decisions based on relevant information using quality timely data.

In addition to achieve the Group's strategic transformation ambitions and to continue to support our high quality, efficient front-line services, it is crucial that the Group can rely on consistent, accurate, timely and well-managed data. This role will play a senior role in delivering this aim.

This role will be at the heart of ensuring that the Group can clearly understand, manage, and use these data effectively in line with its strategic ambitions. The role will lead in building data models across the Group, focusing on data quality, analytics, and corporate BI & performance reporting.

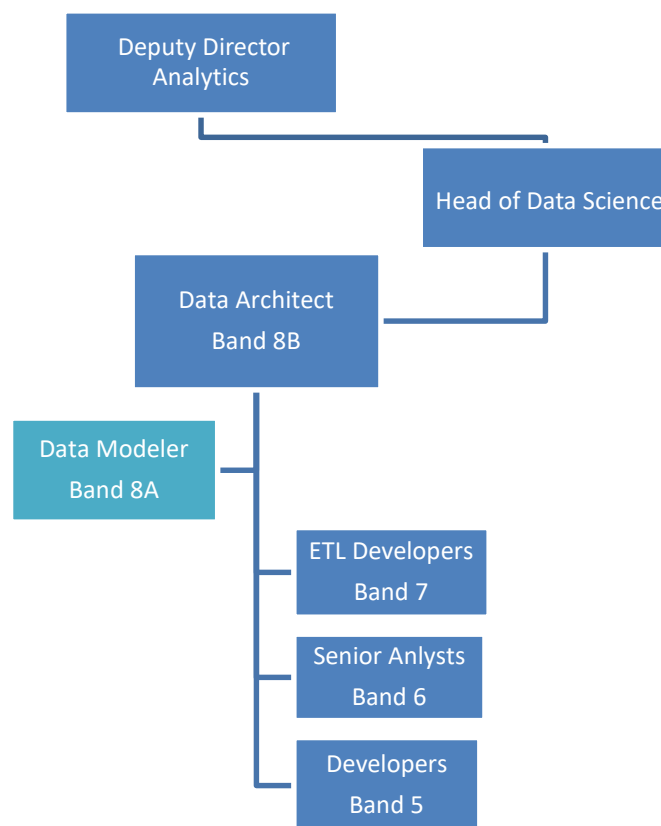
#### Job summary

- To be the groups lead data modeler, working closely with Business Partners to design, develop and support data structures, data flows and enable the design and build of technological reporting solutions and visualisations.
- To lead and manage a team of software developers, supporting them in sourcing and building industry leading, robust and innovative software solutions that are fit for purpose.
- Using enhanced technical skills to model data enabling the development of clinical and corporate reporting dashboards, to present data as business information that will assist Clinical services in making strategic decisions and help service managers to manage

their services effectively based on the activity recorded in the Groups clinical and non-clinical based systems.

- Responsible for the quality and technical approach taken by team members, ensuring it is in-line with the organisation's strategy – and that projects are delivered on time and on budget.

## Organisational Chart



## Specific Core Functions

### Supervisory Responsibilities

- Provide guidance and coach, motivate and lead a team of software developers to their optimum performance levels and career development.
- Oversee the smooth delivery of all projects, enhancements and support delivered by the team.
- Responsible for the quality and technical approach taken by team members, ensuring it is in-line with the overarching strategy and that projects are delivered on time and budget.

- To take a lead role in regular discussions regarding internal process and system improvements in order to ensure maximum efficiency across the organisation. Including suggesting technical solutions to problems.

### **IT Projects Management and Delivery**

- Work closely with the Business Management and Transformation (IT Managers) function to identify, define and specify functional and non-functional requirements.
- To identify opportunities where internal development would meet the requirements, alternatively work collaboratively in evaluating external products and solutions and ensuring technological fit to strategy.
- Take a lead role in the delivery of the technical strategy adopted by the organisation. This will involve the specification and delivery of complex technical development projects.
- Provide a technical lead on projects where appropriate providing technical specifications and advice where necessary.
- To drive consistent standards and approaches throughout the team. To write clean and healthy structured, well documented code. To build future-proof reusable core code libraries, which can be shared, in-order to drive further efficiencies throughout the team. To deliver code which is well tested and consistently error free. To design and build database schema's with integrity and scalability with data access layers that are optimised for performance and security.
- Implementing and monitoring ongoing strategies to enable us to deliver quality and excellence through robust testing and policies that are balanced and appropriate to the scope of project being delivered.
- To undertake all aspects of system maintenance and support as required, including end user support and training.
- Investigate functional problems with in-house and third party applications. Work with colleagues and third party suppliers to resolve these quickly and efficiently.
- Investigate performance issues with applications, databases and servers. Work with suppliers and other ICT teams to resolve these. Tune database queries as required.
- Ensure that ITIL standards are embedded and maintained within all elements of the team's activities.
- Utilise, as appropriate, a number of different methodologies such as Scrum and SPRINT to supplement normal PRINCE project management processes.
- To make sure written reports for project, departmental and performance purposes are written to appropriate standards and client communication is at an excellent and professional level.
- To use your experience when reviewing and auditing code. To assist in critical support issues where your experience is required to ascertain the issue quickly and to find the most appropriate resolution. To take control over critical support instances and putting into place the correct escalation and process to manage and resolve issues as soon as possible.



- To be aware of Information Governance requirements, including data protection and security threats and to make sure we mitigate against these risks against known industry standards. To make sure that team/organisation are aware of these issues.
- Ensure the effective and efficient handover of projects and systems to routine operational support, including the production of appropriate system and support documentation.

## **Innovation Management and Research and Development**

- To proactively drive innovation with new ideas and options made available by new technologies. To maintain and actively contribute to a list of innovation & research projects. To assist by offering strategic and technical advice for anyone working on these projects.
- Create a culture of promoting new ideas and identifying opportunities within the team for the organisation. Encouraging pro-active discussions with the Business Management and Transformation (IT Managers) function.
- Take a key role in the overall IT and technical strategy of the organisation.
- Participate in the Design Authority process, identifying new technologies and technical standards for use within the organisation.
- To organise and participate in research and development activities, evaluating new technologies and systems as required.
- To keep up to date with the latest software development technologies and methodologies.
- To develop, promote and encourage the effective use of information and applications within the organisation.
- Attend technical forums and events, representing the organization, with a view to identifying and understanding emerging technologies and developing an understanding their relevance in our evolving technical strategy.
- To freely share knowledge, insight, best practice and ideas

## **Other**

- Participate in a rota system for on-call services and/or monitoring of jobs and systems on Bank Holidays.
- It may be necessary on occasions to work outside of normal working hours to support deployments and to carry out routine maintenance on systems.
- Assist the IT Principal Development Consultant (Management Information Systems) in other related areas as required.

## **Key Responsibilities**

### ***Communication and Working Relationships***

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

**Analytical and Judgement**

- Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

**Planning and organising**

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

**Physical Skills**

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

**Patient Client Care**

- Assists patients/clients/relatives during incidental contacts.

**Policy and Service Development**

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

**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.

**Management/Leadership**

- The post holder is responsible for day-to-day supervision or co-ordination of staff within the Data Management Function. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

**Information Resources**

- The post holder is responsible for the management and development of information systems across the organisation as the major job responsibility.

**Research and development**

- Regularly undertakes R&D activity as a requirement of the job, or regularly undertakes clinical trials, or regularly undertakes equipment testing or adaptation.

**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**

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

***Mental effort***

- There is a frequent requirement for intense concentration.

***Emotional Effort***

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

***Working conditions***

- Exposure to unpleasant working conditions or hazards is rare.

## Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
<b>Qualifications</b>	<p>Degree level qualification or equivalent in IT or related field</p> <p>Specialist IT qualification covering database and software engineering (e.g. Masters degree, Microsoft certification or equivalent)</p> <p>ITIL Foundation Certificate</p>	<p>Registration or membership of a professional body with IT accreditation (e.g. British Computer Society)</p>	
<b>Experience</b>	<p>Significant post qualification hands-on experience of systems and database development</p> <p>Experience of writing SQL queries in a real world environment</p> <p>Database and data warehouse design experience</p> <p>Experience of system implementation, management, and support</p> <p>Experience of software development</p> <p>Experience of Scrum methodology and Agile processes</p> <p>Project management experience</p> <p>Experience of NHS practices and information</p>		
<b>Knowledge</b>	<p>Strong customer service skills</p> <p>Able to set clear and appropriate objectives for self and others to meet overall goals</p> <p>Ability to manage multiple complex problems in sometimes stressful environments</p> <p>Excellent planning and time-management skills, able to clearly manage priorities for self and team to meet deadlines</p> <p>Expert knowledge and understanding of healthcare data and processes</p>	<p>Windows Server O/S installation, configuration, architecture and use</p> <p>Web Server installation, configuration, architecture and use</p>	

	<p>Excellent technical awareness to understand and resolve technical problems</p> <p>Expert knowledge in relational database design and implementation</p> <p>Expert knowledge in SQL</p> <p>Expert knowledge computer languages</p> <p>Expert knowledge of computer program design method and techniques</p> <p>Expert knowledge Trust based technologies (as appropriate to position)</p> <p>Significant experience of system implementation, management and support</p> <p>Excellent written communication and documentation</p> <p>Excellent communication and interpersonal skills to influence and persuade staff in all roles and at all levels.</p> <p>Good knowledge of data protection and information security/governance issues</p> <p>Ability to teach and instruct others</p>		
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## 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 time; 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.