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| Job Description and Person Specification |
| **Job Title** | Data Analyst |
| **Salary** | £30,296 to £31,364 (salary scale point 20-22 depending on experience. Salaries are reviewed annually to see if they should be increased. |
| **Annual Leave** | 26 days per year and bank holidays and statutory holidays.1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year. |
| **Pension** | Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free. |
| **Benefits*** Hybrid working, to work at home for part of your working week, and a DHI work laptop and mobile phone.
* Life Assurance Cover.
* Mileage allowance of 45p per mile for using your own car for work journeys.
* Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories.
* Deals and discounts from DHI’s membership of charityworkerdiscounts.com.
* Access to a confidential 24-hour helpline to support you through life’s challenges.
* Training to help you to do your job well, and a friendly and a supportive workplace with a track record for promoting high performing staff.
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| **Hours of Work** | 22.5 hours per week and additional hours as required from time to time.Usual working hours are 9am to 5pm with occasional evenings and weekends. |
| **Place of Work** | Your allocated place of work and any other location required by DHI.DHI’s Hybrid Working Policy means you can choose to work at home for part of your working week (to be agreed with your line manager to meet service need). |
| **Travel for Work** | Hybrid/Remote working available for this role. |
| **Accountabilities** | Accountable to: Senior Data Analyst & Director of Quality & Governance |
| **Purpose** | * Contribute to the timely and accurate production of DHI's contractual reporting requirements, working closely with the Senior Analyst and Service Manager.
* Support the management of data and intelligence gathering, analysis, and reporting to meet contractual and statutory requirements.
* Provide training and support to ensure data quality, aiding DHI's understanding of performance and quality.
* Assist in informing service development and resource allocation.
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| **Responsibilities** |

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| * Prepare and analyse data to inform service-level improvements and emerging trends.
* Implement audit checks and quality assurance processes to ensure data accuracy and high standards.
* To act as the primary systems administrator for the electronic case management system used by the local DHI drug and alcohol treatment service.
* To support utilisation of the ECMS to ensure it is used throughout all the stages of treatment through the provision of guidance and training where appropriate.
* Ensure data compliance for NDTMS uploads; address significant data accuracy concerns.
* To ensure that all data is compliant to quality and completeness in preparation for NDTMS uploads and to inform line managers of any significant concerns regarding the accuracy of data input, providing support guidance and training where appropriate.
* Identify data errors and collaborate on a data quality improvement plan.
* Handle information requests according to DHI's policies and procedures.
* Stay updated on ECMS developments for optimal usage.
* Support performance and quality improvement through effective reporting and system management.
* Champion DHI's Information Governance Framework at the service level.

 **Support the Criminal Justice Service*** Provide specific data and analysis support to the Criminal Justice Team to measure and evaluate DHI’s Criminal Justice Services and support with MHTR reporting.
* Oversight of data quality and integrity ensuring data is fit for purpose, can be acquired, cleansed, and utilised to support operational delivery.
* Create interactive, written, and verbal reports that provide key performance indicators in statistical and graphical form and the relevant context behind these indicators to assess performance, forecasting future need and demand.

**Monitoring & Administration*** To be accountable and responsible for the timely and accurate provision of monitoring and reporting in line with agreed key performance indicators.
* To ensure effective systems and information governance arrangements are in place and adhered to.
* To make suggestions for improving the effectiveness and flexibility of systems and structures that are responsive to need.

**Compliance*** Understand and adhere to all DHI’s policies and procedures as well as good practice guidelines, legal and regulatory requirements.

**Other*** This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
* The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.
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| **Skills, Knowledge, Experience, and Behaviours**The most important quality to succeed in this role will be your positive attitude, resilience, and enthusiasm for the work of DHI and your team. |

**Essential Criteria:**

It is also **essential** that you can demonstrate:

**Behaviours**

* Belief in and willingness to model DHI values in behaviours, as described in the Behaviour Framework (attached).
* Demonstrates desire to learn & develop

**Skills and Qualifications**

* Ability to collect, organise, analyze, and disseminate significant amounts of data/information with attention to detail and accuracy
* Excellent knowledge and understanding of best practice around Information Governance
* Excellent planning, time management and organisational skills
* The ability to translate data and reporting into insights regarding service performance and outcomes and able to articulate data into actionable form for non-technical people
* Excellent verbal communication and report writing skills.

Ability to work on own initiative as well as part of a multi-disciplinary team

**Other**

* Able and willing to travel around the geographical area covered by the service.

**Desirable Criteria:**

It is **desirable** that you can demonstrate:

**Experience**

* Knowledge and understanding around the delivery of recovery focused interventions.
* Excellent skills and knowledge in relation to NDTMS and PHE data and reporting requirements.

All the above skills, knowledge, experience, and behaviours will be tested at application and interview.