



## JOB DESCRIPTION

**Job Title:** Data Analyst / BI Developer

**Report to:** Head of IT

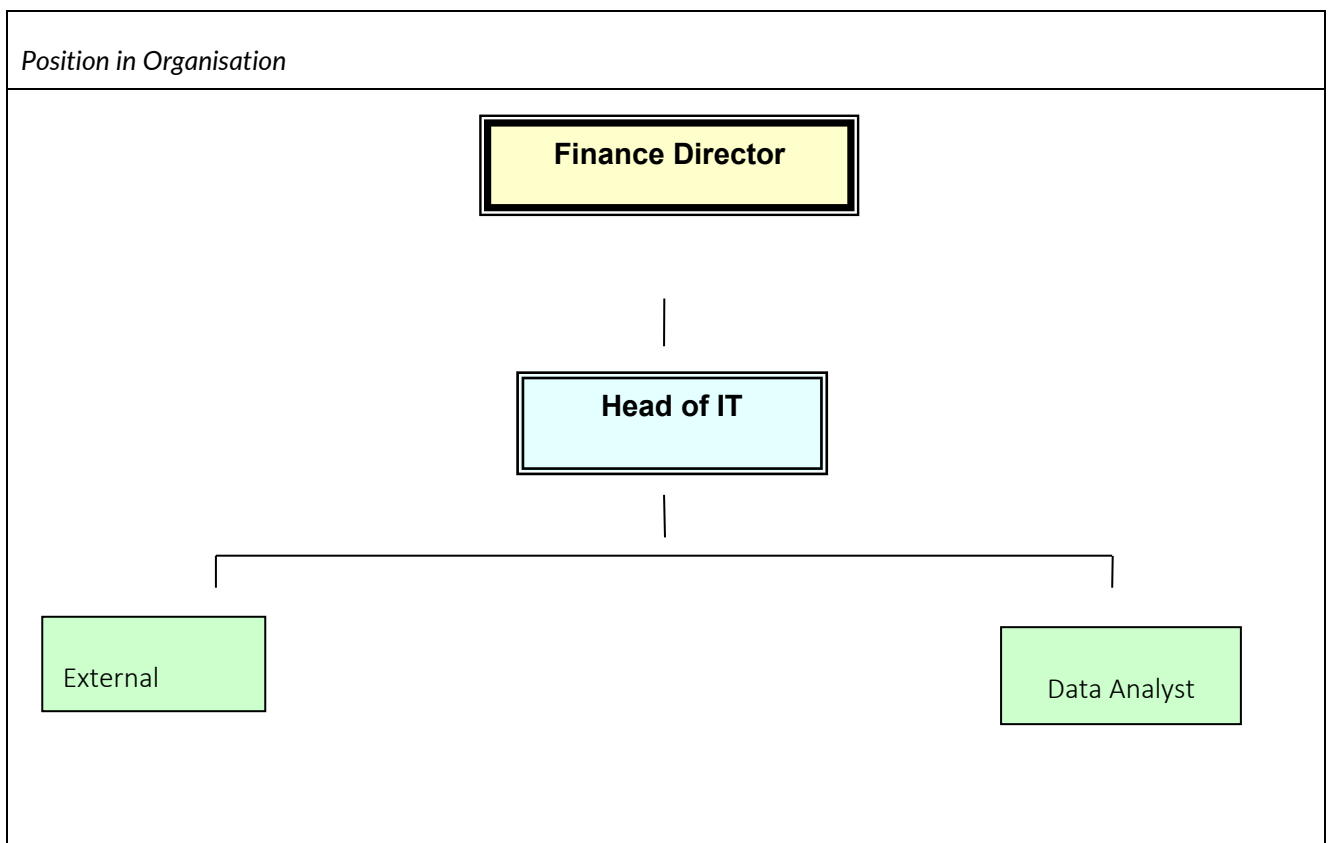
**Principal contacts**

**Internal:** Staff, service users and where appropriate patients and their family members – both within St Barnabas House, Chestnut Tree House, and all retail locations.

**External:** Suppliers and Service Providers. Other Hospices and business partners. Patients (users of Hospice services) and their family members.

**Location:** St Barnabas House, Worthing

*Position in Organisation*



# Vision

Anyone facing life-limiting illness should receive the care and support they deserve

# Mission

St Barnabas and Chestnut Tree House hospices seek to achieve dignity, comfort and choice for adults and children facing life-limiting illnesses through specialised supportive care

# Values



Place children and adults, their families and carers at the heart of all we do

We care passionately about the difference we make

We have the courage to aspire to deliver excellence in all we do

We listen, connect with and understand the needs of the people we support and work with and ensure we respect their choices

We are inclusive and treat everybody with compassion, care, dignity and respect

We work as a team to motivate, encourage and support each other

We are ambitious, brave, and innovative and continually strive to improve our knowledge and skills

**Summary:** Reporting into the Head of IT, this role is central to providing quality data analyses and reporting to the organisation.

The drive to deliver exceptional customer service, good work ethics and interpersonal skills are essential in this role. The post holder will be required to work in a matrix environment with the internal client group.

**Job Role:** To provide high quality Data Analysis and reporting on Clinical, Financial, People Services, and other data sources to support the organisation to get a view on the KPI's set by NHS, Directorates, Departments and Teams. Training the key users on the use of their data.

**Dimensions:**

- Work with organisation to prepare data and reports for the Directorates, ELT and trustees
- Ensuring the data sets are regularly updated
- Regulatory reporting to the NHS and other government bodies is carried out

**Accountabilities:**

- Contributing best practice, ideas and lessons learned to improve report delivery and delivery methods.
- Ensuring that appropriate test plans are developed and ensuring the customer's requirements are fully met.
- Working with the Internal stakeholders, plan, develop, create and release data models and visualisations to support existing and newly identified reporting requirements.
- Integrate data from other sources in order to enrich and expand the scope of current reporting capabilities.
- Analyse information to determine, recommend, and plan future reporting needs.
- Provide analytical and technical support for complex reporting requests, analysis projects or initiatives.
- Assist colleagues with the production of ad-hoc data requests.
- Assist in the cleansing and migration of data by specifying requirements for new data feeds in line with data regulations and internal protocols.
- Support the migration of legacy data from disparate systems to the new SAAS Applications.
- Assist in initiatives to improve levels of data quality and integrity throughout the organisation at source.
- Undertake any other duties as may reasonably be required in the post
- Responsibility for indirect management 3rd party suppliers.

**PERSON SPECIFICATION**

**Data Analyst / BI Developer**

**Knowledge**

- SSRS, SSIS, Power BI and DAX
- Data modelling and report creation
- Azure data warehousing and BI technologies
- Extract/transform/load (ETL) processing using SSIS / Azure data factory
- Good understanding of data integrity and quality management
- You will be interested in the implementation of new technologies such as Cloud solutions and help the team to deliver its strategic objectives

- You will be comfortable working with stakeholders at all levels to understand and shape requirements and develop the optimal solution
- Excellent communication, interpersonal, analytical and problem-solving skills
- Ability to establish priorities, work independently as well as in a team environment, and proceed with objectives with and without supervision
- Maintain high quality standards with attention to detail
- Ability to analyse options to best determine a solution
- Ability to reasonably estimate task complexity, level-of-effort, and timelines

### **Experience**

- At least 2 years demonstrable experience in a BI Developer and Report Writer role
- Experience working with Azure data warehousing and BI technologies
- An appropriate IT / Computer Science degree or equivalent educational understanding
- Microsoft SQL database administration and development
- Knowledge of Clinical, HR, Marketing, Finance Systems and data would be an advantage.

### **Essential**

- Ability to communicate effectively in person and in writing at all levels within the hospice
- Good technical and analytical skills
- Must be able to plan ahead and establish appropriate courses of action to achieve objectives..
- Proven ability to function in a self-directed environment
- Ability to handle stakeholders professionally at all times
- Strong written and verbal communication skills

# Vision

Anyone facing life-limiting illness should receive the care and support they deserve

# Mission

St Barnabas and Chestnut Tree House hospices seek to achieve dignity, comfort and choice for adults and children facing life-limiting illnesses through specialised supportive care

# Values



Place children and adults, their families and carers at the heart of all we do

We care passionately about the difference we make

We have the courage to aspire to deliver excellence in all we do

We listen, connect with and understand the needs of the people we support and work with and ensure we respect their choices

We are inclusive and treat everybody with compassion, care, dignity and respect

We work as a team to motivate, encourage and support each other

We are ambitious, brave, and innovative and continually strive to improve our knowledge and skills

## **Principal duties and responsibilities**

### **Physical Demands:**

### **Uniform requirements:**

**Personal grief must be resolved sufficiently to perform and cope in the palliative care setting.**

### **Other duties**

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

### **Volunteer Assistance**

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

### **Confidentiality**

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person. Ensuring patient confidentiality is maintained in accordance with the Caldicott principles and Data Protection Act.

### **Data protection**

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

### **Health and safety**

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

### **Safeguarding**

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

### **Job description**

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.