

CANDIDATE BRIEF

INFORMATION ANALYST NIHR Clinical Research Network



Salary: Grade 6 (£27,511 – £32,817 per annum)

Reference: MHNCC1221

Closing date: 30 March 2020

Fixed-term until 31 March 2022

Information Analyst

NIHR Clinical Research Network Coordinating Centre

**Could you use your analytical skills to drive improvements in clinical research?
Do you want to want to join an award winning Business Intelligence Team?
Would you like to use data to help remove barriers to access research nationwide?**

An exciting opportunity has arisen to join a highly motivated and innovative team at the NIHR Clinical Research Network's National Coordinating Centre.

We are seeking a new colleague to help us develop better tools, to make better use of external datasets (particularly NHS Digital, Office for National Statistics & Public Health England), and to provide a better service to our wide range of stakeholders. The successful person will be part of a significant improvement and transformation programme.

We are particularly interested in people with experience of working with national health datasets and/or with extensive experience of commercial business intelligence tools such as QlikView, QlikSense, Microsoft Power BI or Tableau.

We're a small, friendly team. We try to work in an agile, non-hierarchical way which helps us to deliver lots of interesting analysis together. We're passionate about providing tools that help us to improve the delivery of research. And we're always looking for ways to improve what we do. So, if you are creative and want to make a real difference, we'd love to hear from you.

What does the role entail?

As an Information Analyst you will be responsible for the following areas of work:

- Help us to make sure that the BI team produces appropriate analysis and information to support the CRN.
- Use the information from varying sources to provide analytical support to the NIHR CRN CC in meeting its operational management and performance management needs which will involve:



- Working proactively day to day within and outside our team to develop and manage reports.
 - Developing and maintaining dashboards and online reports through QlikView and QlikSense.
 - Developing bespoke reporting structures while adhering to reporting principles and conventions.
 - Undertaking any initiatives as required by the team and the organisation to produce solutions to ad hoc and often urgent queries.
 - Producing, maintaining and presenting routine reports containing complex information that enables decision making.
 - Producing, presenting and explaining results to people with senior roles in the NIHR CRN CC using written reports, graphical presentation, PowerPoint presentations or other appropriate methods.
 - Developing good working relationships with a range of people working within and outside the NIHR CRN CC.
- Use initiative and experience to resolve problems, ensuring appropriate action is taken at an operational level and working with appropriate groups, at a strategic level.
 - Help us to produce complex analytical reports on a routine and ad hoc basis, ensuring this is of a consistently high data quality and reporting standard.
 - Take the lead on analysis as required for key work areas.
 - Work closely with the team and senior colleagues to identify the need for, and technical specification of, new reports and data collection systems.
 - Use common reporting methods such as Excel and SQL at a highly competent level to extract and manipulate information in order to create reports and automate reporting processes.
 - Demonstrate autonomy to identify where changes to routine reports may be needed, using analyses and feedback, and to present these changes to relevant parties. Also, to advise the Information Analysts on their areas of expertise.
 - Implement quality assurance processes for the information being reported upon to ensure this is consistently of a good standard and to manage issues related to missing data or discrepancies. To assess requests for reports in light of data discrepancies and alter reporting strategy in order to truly reflect situations in line with appropriate data conventions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As an Information Analyst you will be:

- Educated to degree level, ideally in a health information or mathematical/statistical related field or equivalent experience of information handling and analysis gained in a work environment.
- Excellent analytical skills, including the ability to use complex data sets and carry out data modelling exercises, with substantial experience of working in an analytical role.
- Proven experience of quality assuring data.
- Effective communication skills, both written and presentation with the ability to fully interpret present and explain the result of information analysis in a clear and understandable way to project and technical teams.
- Experience of working with national health datasets and/or with extensive experience of commercial business intelligence tools such as QlikView, QlikSense, Microsoft Power BI or Tableau.
- Experience and ability to lead and participate constructively in meetings and decision making processes.
- Effective diplomatic negotiation skills.
- Ability to work both on your own initiative and as part of a team.
- Effective organisational skills demonstrated by a proven ability to prioritise work and successfully undertake project management from initiation through to completion.
- A keen eye for detail.
- An advanced level of computer literacy, in particular excellent skills in analysing and manipulating data through spreadsheets. Computer skills should include MS Office applications such as Excel, Access and PowerPoint and/or Google Enterprise.

You may also have:

- Knowledge of the NHS and/or clinical research.
- Experience of managing/supervising/contributing to staff / development
- Experience of Data warehouse approaches
- Experience of working with relational databases; design and querying.
- Experience of SQL Server Management Studio or similar applications



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Stephen Lock, Head of Business Intelligence

Tel: +44 (0) 7825385649

Email: Stephen.lock@nihr.ac.uk

Additional information

NIHR Clinical Research Network's Business Intelligence Team

The NIHR Clinical Research Network's Business Intelligence Team is responsible for the analysis and reporting of all CRN research data. We provide quality assured data to the Department of Health and Social Care (DHSC) or in answer to parliamentary questions. We also develop a series of interactive dashboards using SQL, Google Sheets, QlikView, Qlik GeoAnalytics and QlikSense. These are accessed by more than 3000 people a month to gain insight into the delivery of research across the country.

National Institute for Health Research

The NIHR Clinical Research Network is a key element of the National Institute for Health Research, which is funded through the Department of Health and Social Care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Together, NIHR people, facilities and systems represent the most integrated clinical research system in the world, driving research from bench to bedside for the benefit of patients and the economy.



Since its establishment, the NIHR has transformed research in the NHS and social care. It has increased the volume of applied health and care research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.

Further information on the National Institute for Health Research can be found at: www.nihr.ac.uk

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [NIHR Clinical Research Network](#)

Find out more about [Athena Swan the Faculty of Medicine and Health](#)

Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

