Recruitment Profile

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| **Job Title: Data Analyst (Apprentice)** |
| **About the Job**  | **Organisation Structure**  |
| As a Data Analyst Apprentice, you will work within a Workforce Planning & Intelligence Team across the South West. This role is intended as a learning role and is designed to give the post holder a wide exposure to data analytics and a general informatics environment as they progress through the apprenticeship. The post holder will undertake an initial training package under the direction of the Health Education England Workforce Planning team followed by a mentored placements in either a Regional or Integrated Care Board Planning Team. Key Responsibilities Include: * Providing an information service to all parts of the organisation by analysing data and interpreting and reporting on the results.
* Undertaking complex statistical analyses requiring accuracy, attention to detail and frequent, prolonged periods of concentration.
* Communicating analytical and statistical matters to non-analytical/statistical professionals, offering advice, and persuading them on statistical techniques to be used.
* Dealing with statistical and analytical queries, assessing whether analyses are robust e.g., investigating data anomalies identified during analyses, instigating corrective action as required.
* Providing reports and documentation suitable for managers and senior managers throughout the organisation and external organisations.
 |  Initially the Data Analyst Apprentices will be employed on a training programme within the HEE Workforce Planning and Intelligence Team. On completion of that training (approx.. 3 months) they will undergo placements in support of the ICB teams or the teams within the Workforce Planning and Intelligence Team  |
| **About This Role** These roles are funded by Health Education England (HEE) through grant funding provided to Cornwall Training Hub within Kernow Health Community Interest Company, to develop analysts which are able to support the workforce planning agenda across the health and care systems throughout the South West of England. You will be employed by Kernow Health CIC but will be hosted by HEE under a Portfolio Agreement and sit within the HEE Workforce Planning and Intelligence Team, which will provide the leadership and training for these roles. HEE provides leadership for the education and training system throughout England. It ensures that the shape and skills of the future health and public health workforce evolves to sustain high quality outcomes for patients in the face of demographic and technological change. HEE ensures that the workforce has the right skills, behaviours, and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training. HEE’s **ambition** is to be the best organisation of our type in the world by living our values every day. Our Core **Values** are that everyone feels **valued and respected** and are **included and involved** in everything that affects them; are **trusted** to make decisions with clear reasons in order to **be empowered** to deliver; are committed to clear, **effective communication**, which is transparent and open when sharing information; takes **pride and has integrity** in everything we do and recognises that everyone has a significant contribution whilst taking **personal responsibility and accountability** for actions and behaviours.  |

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| **About You** This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application.  |
| **Behaviours and Values**  | **Skills and Abilities**  |
| The post holder will exhibit the following behaviours and values:  * commitment to assist in the delivery of system solutions which support HEE in providing high quality, excellent value, efficient and effective services
* calmness, flexibility, and adaptability in the pursuit of objectives
* a systematic, methodical, and sensitive approach to problem solving, considering diverse objectives, viewpoints and requirements
* equality and diversity in the workplace, with colleagues, and in systems solutions and services
* honesty and openness in communicating with colleagues
* comfortable working autonomously and in a team to tight and changing deadlines
* willingness to learn from colleagues and other professionals
* continuous professional development through their behaviour and through team and personal development plans
* self-motivation
* takes ownership for improving and maintaining a healthy, safe, and pleasant work environment
* leads by example. Actively acts as a role model in own behaviour and fosters an inclusive culture Interprets equality, diversity, and rights in accordance with legislation, policies, procedures, and good practice.
 | Specialist knowledge consistent with expectations of the apprenticeship framework in the use of information analysis and the use of information. * Strong analytical and problem-solving skills
* Good communication skills, verbal and written, and have the ability to present data in a meaningful way
* Knowledge of the Data Protection Act, confidentiality, and Information Governance.
* Awareness of data modelling, cleansing and visualisation
* Ability to demonstrate creativity and innovation in applying data solutions.
* IT and mathematical skills which include knowledge of Microsoft Excel, Word and PowerPoint, Visualisation Tools, Databases, e-mail, and Internet usage.
* Awareness of Project Management methodologies
* Understand data validation and the concept of being fit for purpose
* Awareness of Statistical methods and analysis
* High levels of concentration and accuracy and the ability to work under unpredictable circumstances.
* Ability to prioritise workload and work to agreed deadlines whilst maintaining high standards.
* To be responsible for own area of work, seeking guidance when appropriate.
* Work in teams and build relationships
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| **Experience and Knowledge**  | **Qualifications and Training**  |
| This is a learning role with substantial training offered throughout the fixed 20-month term, and so substantial work experience is not expected. However, candidates are expected to show a desire and appetite for development work and should be able to reference examples of this. * Performing a range of work activities including using a range of statistical, numerical, and analytical techniques and procedures.
* Successfully meetings deadlines in an environment where there are multiple and competing demands and prioritising workloads.
 | The Post Holder will need to have a good level of education including English and MathematicsRelevant experience or demonstrative appetite for logical and technical development work in an Informatics environment  |

Expected Outcomes

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| **About your role** This section details the outcomes and deliverables that would be expected from the role.  |
| **Engaging People/Key Working relationships**  | **Delivering Results/Functional Responsibilities**  |
| * Reports to a Senior Analyst who will act as a mentor during the apprenticeship.
* Collaborates with other staff within the Workforce Planning & Intelligence team (South).
* Presents technical, complex, and sensitive information to non-technical colleagues and customers who often have conflicting requirements and priorities.
* Works on own initiative to tight and often changing timescales.
* Is a good communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences.
 | Working under the direction of the team, expanding on knowledge, skills and experience within their personal professional development plan, the post holder is responsible for: * Providing an information service to all parts of the organisation by analysing data and interpreting and reporting on the results.
* Undertaking complex statistical analyses requiring accuracy, attention to detail and frequent, prolonged periods of concentration.
* Communicating analytical and statistical matters to non-analytical/statistical professionals, offering advice, and persuading them on statistical techniques to be used.
* Dealing with statistical and analytical queries, assessing whether analyses are robust e.g., investigating data anomalies identified during analyses, instigating corrective action as required.
* Establishing deadlines and provide on-going communication of progress to keep projects on track and on time.
* Providing reports and documentation suitable for managers and senior managers throughout the organisation and external organisations.
* Proactively identifying and managing data and information risks and issues to support decision making
* Deputising for other members of the team when required
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| **Management and leadership**  | **Setting Direction and Service Improvement**  |
| The post holder is responsible for:  * Providing training, advice, and support where necessary
* Taking responsibility for meeting their own objectives and development needs
* Seeking feedback form others about work to help identify their own development needs
* To represent the team at meetings as required
* Manage their own work in a timely manner
* Engendering trust and confidence and demonstrating integrity in the provision of advice and support
 | The post holder will: * Developing an enterprise-wide level understanding of business processes and issues affecting information systems within Health Education England
* Maintaining a high level of technical knowledge in all areas of Analytical Intelligence theory and technology.
* Regularly undertaking audits and research to support the development of the analytical intelligence service e.g., audits of data quality, developing methodologies for the analysis and interpretation of data.
* Maintaining awareness of their personal development requirements and actively seeks development opportunities for themselves
* Providing developmental assistance to Information Analyst colleagues within the team through quality checking, advice, and support.
* Carry out market research to look at off-shelf packages/tools and latest technologies
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Benefits Information

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| **About the Benefits** This section details the benefits of working for HEE.  |
| **What’s great about this post?**  | **What are the terms and conditions?**  |
|  This is an exciting opportunity to be part of a valued environment whereby every individual is valued as part of the team to deliver excellent service and support to our users.  This role is intended as a learning role. It is designed to give the post holder a wide exposure to data analytics and a general informatics environment, thereby presenting a great developmental opportunity for the right candidate.  | The following terms and conditions apply to this post: |
| **Salary** Equivalent of Band 3 NHS Annex 21More than one but less than two years prior to completion of training: 70 per cent of the pay band maximum of the qualified rate £15,243 Up to 12 months prior to completion of training: 75 per cent of the pay band maximum of the fully qualified rate £16,332 |
| **Hours of Work**  | 37½ hours per week. Monday to Friday  |
| **Permanent, Fixed Term or Secondment**  | Apprenticeship for 24 months  |
| **Leave and Bank Holidays:** 6.6 weeks annual leave including bank holidays 247.5 hours and the opportunity to purchase additional leave. |
| **Pension:** Company Pension available on an opt out basis |
| **What other opportunities are available to me?**  | **Other useful information**  |
| We’ll be committed to your training and development from day one.  When you join, you’ll receive an induction and have the opportunity to attend a variety of skills-related courses, some on-line.  Our learning and development strategy includes all the ways that we can support you to ‘shine’ and excel in your role and is open to our staff at every level in our organisation. It also includes Leadership and Management development and provides the opportunity to apply for funding to support personal development activity.  | Your essential role will indirectly contribute to saving and improving people’s lives.  Job-sharing and part-time working is welcomed. Please indicate this on your application form.  We are committed to implementing reasonable adjustments for people with disabilities.  If you are successful, you will be issued with a portfolio contract of employment which will include a full statement of the terms and conditions of service and Job Description.  |