

Data Analyst: Job description and person specification

Grade	3 – Technical Specialists
Reporting to	Policy Manager
Working closely with	Director of Policy and Communications, Publications Officer, other colleagues within the Policy and Communications Directorate
Main purpose of the job	To provide high-quality data and analytical support to the policy and insight team, enabling evidence-based recommendations through the collection, management, analysis and clear presentation of qualitative and quantitative information on healthcare science roles, delivery models and associated risks.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is part-time, 22.5 hours per week for a fixed term of 14 weeks.</p> <p>Due to the nature of the work, occasional attendance beyond the organisation’s core working hours may be required. Flexi time and hybrid working are available.</p>
Key tasks and responsibilities	<p>Plan and deliver data-gathering activities (including desk research, structured data requests and surveys) to build an evidence base of practice-based risks of harm for a range of health and care occupations.</p> <p>Create and maintain clean, well-documented datasets, including data dictionaries, version control and clear audit trails for sources and assumptions.</p> <p>Undertake quantitative and qualitative analysis (e.g., descriptive statistics, trend analysis, thematic coding) to identify patterns, gaps and potential unmanaged risks.</p>

Develop clear, accessible outputs (briefings, tables, charts and dashboards) that communicate findings to technical and non-technical audiences.

Support effective project delivery by tracking milestones, managing data-related risks and maintaining an organised evidence log for internal review and external assurance.

Work with colleagues to design consistent templates for stakeholder returns, improving comparability across professional bodies, employers and regulators.

Apply information governance principles, including data protection, confidentiality and secure handling of sensitive information, escalating any concerns appropriately.

Quality-assure data and analysis through validation checks, triangulation of sources and transparent documentation of limitations; and identify data gaps, develop and implement strategies for addressing them.

Contribute to internal and external meetings by presenting work to technical and non-technical audiences

Contribute to workshops by preparing analytical inputs, capturing actions, and supporting follow-up to secure missing evidence

Support drafting of reports and recommendations by providing robust analytical narrative, summary insights and referenced annexes.

and any other duties that can reasonably be assigned in relation to the grade of the post.

See page 3 for the person specification.

Person specification: Data Analyst

	Essential	Desirable
Education, Qualifications and Training		
Special Skills / Knowledge	<p>Strong ability to collate, clean, structure and analyse data from multiple sources, including imperfect or incomplete returns.</p> <p>Ability to design and run data-collection tools (e.g., questionnaires, data request templates) and to define clear data specifications.</p> <p>Ability to interpret evidence and translate analysis into clear insights, including articulating assumptions, limitations and implications.</p> <p>Excellent written and verbal communication skills, with the ability to present technical analysis to non-technical stakeholders.</p> <p>Strong attention to detail and commitment to quality assurance, including validation checks and reproducible working practices.</p> <p>Ability to work autonomously, prioritise tasks and meet deadlines in a fast-moving, evidence-led</p>	<p>Experience of health, social care or workforce-related datasets, and an understanding of how professional regulation and employer controls interact.</p> <p>Knowledge of information governance and data protection requirements, including handling sensitive data and secure data-sharing.</p> <p>Knowledge of how to embed Equality, Diversity and Inclusion good practice within data analytic work.</p>

project environment.

Ability to liaise effectively with a wide range of stakeholders to clarify data needs, resolve queries and improve the usefulness of returns.

Experience

Experience of analysing and presenting data to inform decisions, including producing clear written summaries and visual outputs.

Experience in a healthcare, public sector or regulatory environment, and familiarity with workforce or professional standards issues.

Experience of working on time-limited projects, managing competing priorities and collaborating effectively within a small team.