Candidate Information

Position:	Data Analyst (12 months)
School/Department:	Centre for Public Health
Reference:	19/107530
Closing Date:	Wednesday 17 July 2019
Salary:	£27,831 - £32,236 per annum (potential to progress to £35,210 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Thursday 8 August 2019
Duration:	12 months

JOB PURPOSE:

The post, located in the Centre for Public Health, requires strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy. There will be a focus on use of large population datasets; specifically the Northern Ireland Cerebral Palsy Register (NICPR) and the Northern Ireland Maternity Information System (NIMATS) to investigate the links between maternal body mass index in early pregnancy and incidence of cerebral palsy in Northern Ireland.

The successful candidate will present the acquired data in various reporting formats to internal and external stakeholders to help inform both future policy making decisions, commissioning of healthcare services before and during pregnancy, in addition to regional advice distributed by the healthcare professionals in Northern Ireland. The role requires the ability to collaborate with the Honest Broker Service (HBS) and work well within a small team; providing support to colleagues and helping to implement good data practices, along with developing clear documentation and guidelines to ensure reporting requirements are successfully met.

MAJOR DUTIES:

1. Work alongside CPH colleagues and staff to collate, interpret and analyse data needed for various projects.
2. Validation of data using data quality check processes including triangulating data from a number of sources.
3. Analyse data using appropriate software packages such as MS Excel (inc VBA), Access, and other database systems such as SPSS, STATA, etc.
4. Analysis of key data quality metrics and develop data quality assurance processes and reports to monitor data quality improvements based on the data quality baseline.
5. Ensure that processes for collating and reporting on data are efficient, consistent and clearly documented via user manuals and guidelines.
6. Using high level written and oral communication skills in the collection, analysis, interpretation and presentation of data to guide action plans at School and Faculty level.

Planning and Organising:

1. Prioritise own workload within a general schedule and assist senior staff in planning for future work so that resources are available to meet specific objectives.
2. Maintaining knowledge of current and emerging data management, analytic, statistical and visual technologies and initiatives to maximise the use of the collected data.
3. Assume delegated responsibilities as appropriate.

Resource Management Responsibilities:

1. Ensure research resources are used in an effective and efficient manner.
2. Contribute to the planning of research projects, reports and publications etc. usually 1-6 months in advance.
3. Regular contact with the Chief Investigator and closely liaise with other study team members; particularly the study statistician.

4. Work closely with academic and non-academic staff, such as the HBS and QUB information compliance unit to resolve data access or data quality issues.
5. Meet internal and external subject matter experts to develop knowledge and understanding and form relationships required to work effectively.
6. Attend and contribute to relevant meetings.

ESSENTIAL CRITERIA:
1. A degree in mathematics, statistics, computer science, engineering, social science or related subject.
2. 3 years relevant work experience to include a significant component of quantitative data collection and management.
3. Experience in using data manipulation tools such as MS Excel (inc VBA), SPSS, STATA, etc.
4. Evidence of presenting data in suitable formats for internal and external reports.
5. Experience of compliance with data protection policies.
6. Demonstrable skills in collecting, reviewing, analysing, and interpreting data and ability to assess data quality.
7. Ability to prioritise and manage own workload and meet tight deadlines.
8. Excellent organisation and time management skills and ability to plan and organise short term activities.
9. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
10. Excellent oral, academic writing, communication and interpersonal skills.
11. Excellent team working skills.
12. Responsive to change and adaptable to new challenges.
13. Demonstrates attention to detail and works to exceptional levels of accuracy whilst under pressure.
14. Willingness to work beyond normal working hours occasionally, when and as required.
15. Willingness to travel occasionally, as and when required.

DESIRABLE CRITERIA:
1. PhD with significant data collection and analysis.
2. Data analysis experience: experience in working with large and complex datasets (e.g. clustered data), and in applying advanced statistical methods (e.g. multilevel regression).
3. Academic writing skills, as demonstrated by a track-record of publications appropriate for the candidate career stage.
4. Report writing for academic and non-academic audiences.
5. Evidence of experience in disseminating research findings to non-academic audiences (e.g. writing of reports).