

## Candidate Information

<b>Position:</b>	Research Assistant
<b>School/Department:</b>	Centre for Public Health
<b>Reference:</b>	23/110883
<b>Closing Date:</b>	Monday 15 May 2023
<b>Salary:</b>	£30,619 per annum
<b>Anticipated Interview Date:</b>	Thursday 25 May 2023
<b>Duration:</b>	Available until 31 March 2024

### JOB PURPOSE:

To be an active member of the Northern Ireland Cancer Registry (NICR) Analyst team, assisting in the planning and delivery of routine and ad-hoc cancer data and statistics, supporting the Routes to Diagnosis project. Provide data analysis and interpretation using data analytics software such as R and prepare outputs for reporting.

### MAJOR DUTIES:

1. Undertake analysis of cancer services provision and document the patient pathway of care, including support of the Routes to Diagnosis project in consultation with NICR Analyst Team.
2. Assist in design of workflows and outputs to support the Routes to Diagnosis project.
3. Support Statistician in production and management of data in NICR.
4. Prepare reports and briefing documents to communicate patterns and trends in cancer incidence, survival and prevalence in Northern Ireland.
5. Assist Statistician to respond to regular ad hoc and routine information requests from a wide variety of stakeholders(media, clinicians, parliament, Health Trusts etc.)
6. Undertake integration of datasets and analysis to support the development of reports and dashboards using data analytics software such as R.
7. Organise, prepare and present materials for associated internal and external meetings e.g. presentations and progress reports.
8. Responsible for the circulation and dissemination of findings through regular progress reports to the N. Ireland Cancer Registry, internal and external audiences.
9. Be familiar with the method of operation of the NICR, its rules regarding confidentiality and the associated databases/registers and systems e.g. Request for Information Database and the NICR database.
10. Contribute to meetings on work planning, data analytic methods and dashboard/l reporting.
11. Undertake training and development of data analytics methods as required to meet the duties of the post.
12. Assist colleagues in quality assurance of reports, databases and other statistical outputs.
13. Carry out any other duties designated by line manager and which fall within the general ambit of the post.
14. Manage own time to ensure production of work within agreed deadlines.

### ESSENTIAL CRITERIA:

1. Degree or equivalent in mathematics, (bio)statistics, (bio)informatics or relevant subject area in which quantitative skills are evident.
2. Relevant experience to include:
  - Experience of analysing and interrogating large datasets
  - Experience of R, R Shiny or equivalent for data management and analysis.
3. Proven analytical skills.
4. Ability to work independently and as part of a small team.
5. Ability to produce relevant reports and publications and meet deadlines.
6. Problem solving skills.
7. Ability to initiate and maintain strong working relationships to deliver collaborative projects or outputs.

8. Ability to interact with colleagues and support staff.
9. Ability to communicate effectively, both verbally and written.
10. Planning, organising and time management skills.
11. Ability to assign tasks to others and be responsible for ensuring work is completed to required timescales and standards.
12. Attention to detail and accuracy in work.
13. Required to sign statement of confidentiality.

**DESIRABLE CRITERIA:**

1. Hold or be about to obtain a MSc in area such as mathematics, (bio)statistics, (bio)informatics or a cognate subject in which quantitative skills are evident.
2. A minimum of 1 year's relevant experience.
3. At least 6 months experience in analysing large health-related datasets.
4. Experience of building data dashboards and interactive reports using R, R Shiny or equivalent programming software.
5. Working knowledge and understanding of Python, Structured Query Language (SQL) and Power BI.
6. Knowledge of data protection policies/data confidentiality/IT security.