Data Analyst

Department: Health Sciences
Hours of work: Full-Time / 37 hours a week
Contract type: Fixed term for 12 months
Salary: £27,131 - £33,314 a year / Grade 5
Main purpose of the role

An exciting opportunity has arisen in the Department of Health Sciences for an enthusiastic and motivated data analyst to work within the Epidemiology & Cancer Statistics Group (ECSG) alongside the multidisciplinary research team responsible for the data management and analysis of a large population-based study of haematological cancers - the Haematological Malignancy Research Network (www.hmrn.org).

Haematological malignancies, which include the four broad diagnostic categories: leukaemia, myeloma, non-Hodgkin lymphoma and Hodgkin lymphoma, account for approximately 10% of all cancer diagnoses, and provide the basis for much of ECSG’s research.

HMRN, a joint initiative linking the local clinical haematology network, ECSG and the Haematological Malignancy Diagnostic Service (http://hmds.info), was established in 2004 and now holds information on around 40,000 patients. Data available range from diagnostic and prognostic biological markers, through to treatment episodes and we also link to routine national datasets such as Hospital Episodes Statistics.

You will join an established team responsible for the collection, processing and analysis of epidemiological data derived from multiple sources and will work primarily on a number of projects embedded within ECSG under the supervision of Dr Alex Smith and colleagues.

You will assist the HMRN team with all aspects of data management, manipulation and analysis required for conducting audits for the clinical network, the publication of routine statistics on the study’s website, report writing and for research purposes.

The role offers a unique opportunity to develop strong, complex analytical skills and experience for a career in health services/epidemiological research.

Condition of Employment

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Assist with data entry and coding. This will relate to data from a variety of sources: medical records; laboratory results; routine information sources as well as basic patient characteristics
- Extract and manipulate datasets including Hospital Episodes Statistics for the purpose of further analyses
- Undertake basic data analysis - as the role evolves and the post holder becomes more familiar with the data, the frequency and complexity of analyses may increase
- Undertake, under supervision, data quality checks, cleaning and validation, including responsibility for raising queries and missing data
- Update data on the HMRN website as necessary
- Contribute to report preparation through the analysis of data, generation of tables and/or graphics, preparation of documents and/or PowerPoint presentations
- Contribute to the production of Standard Operating Protocols and data manuals
- Contribute to the presentation of results to academic colleagues and healthcare professionals
Contribute to meetings with clinical collaborators which may involve traveling both in the local region as well as across the UK

Work in line with standard operating procedures and ethical guidelines governing the study. This will involve working autonomously with defined protocols, organising own workload as agreed by the research team and demonstrate effective time management and organisational skills across the work setting

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
- Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
- Deliver services to standards set by others, using initiative and independent action to meet service needs.
- Manage the resolution of escalated issues or queries where the answer requires consideration and application of judgement.
- Where appropriate, solicit customer views on the nature and quality of the service provided.
- Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
- Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
- Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
- Contribute to and/or initiate the development and improvement of methods of service delivery.
- Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
- Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
- Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
- Carry out investigations, searches and research information and data to identify trends and patterns.
- Analyse data and statistics and provide reports for higher level decision makers.
- Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
- Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
- Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
- Engage with external peers and specialists to exchange knowledge and information.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
- Collaborate with team members to identify and implement service improvements or alterations.

Governance and Oversight
- Implement and monitor recognised procedures to ensure compliance.
- Provide training to team members on procedure e.g. data handling and recording.
• Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation

• Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
• Contribute to longer term plans/programmes of work.
• Plan and organise small scale projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

### Role Specific

| Knowledge and experience of basic data management and data analysis strategies | Essential |
| Understanding of relational database management | Essential |
| Ability to undertake, under supervision, basic data analysis | Essential |
| Ability to cope under pressure while maintaining a high level of accuracy | Essential |
| Experience of summarising data in a report format | Essential |
| Ability to maintain confidentiality | Essential |
| Experience of working with software packages such as Stata and/or SQL and/or Access | Essential |
| Ability to handle large datasets including Hospital Episodes Statistics | Desirable |
| Degree or equivalent experience | Desirable |

### Qualifications:

- Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience. **Essential**

### Skills - demonstrates the ability to:

- Manage small-scale projects **Essential**
- Gather, analyse, interpret and report data/information **Essential**
- Use digital technologies including Google applications and/or Microsoft Office **Essential**
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools **Essential**

### Behaviours:

- Works collaboratively with others **Essential**
- Delivers a quality service **Essential**
- Develops self and others **Essential**
- Actively champions respect, inclusivity, equality and diversity **Essential**
- Identifies and implements continuous improvement **Essential**