January 2023

Dear Applicant,

RE: Data Analyst

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

The Role

The Data Analyst role sits within the Professional Practice Directorate, which supports high quality pathology practice. Through strong stakeholder engagement, robust data collection and comprehensive intelligence gathering, the directorate develops a range of tools and resources to support pathologists improve the safety and quality of the service they provide. The directorate also gathers data on workforce capacity and demand in pathology, analysing and reporting on this data to inform the College's lobbying work.

This is a new role and an exciting opportunity to use your knowledge and expertise in data analytics to help develop and maintain analysis and reporting capabilities within the Professional Practice Directorate and the wider College. You'll need to coach and support staff and advise the leadership team, Council and Trustee Board to ensure the development of strong intelligence that helps drive improvements for pathology.

The directorate proactively seeks the views of members to enable continuous improvement and development of the services the College provides.

To apply, please send a **CV** and **completed supporting information form** to recruitment@rcpath.org. The deadline for applications is **9am Monday 30 January 2023.**

We will be interviewing on a rolling basis so advise submitting an application at your earliest convenience.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: RCPath Diversity Monitoring Questionnaire

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

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I look forward to receiving your application.

Yours sincerely,

Richard Smith
Head of Professional Practice

Data Analyst

Job Description

Responsible to: Workforce and Engagement Manager

Working Hours: Full time (35 hours per week), excluding lunch hour Monday to Friday

Location: The Royal College of Pathologists, 6 Alie Street, London E1 8QT

Directorate

The Professional Practice Directorate sets standards for high quality pathology practice. Through strong stakeholder engagement, robust data collection and comprehensive intelligence gathering, the directorate develops a range of tools and resources to support pathologists improve the safety and quality of the service they provide.

The Professional Practice directorate also gathers data on workforce capacity and demand in pathology, analysing and reporting on this data to inform the College's lobbying work.

The directorate proactively seeks the views of members to enable continuous improvement and development of the services the College provides.

Main Purpose

To be the College expert on the collection, analysis and reporting of data and information.

To develop and maintain analysis and reporting capabilities within the Professional Practice Directorate. To ensure appropriate data collection and storage systems are in place.

To advise departments on the right data collection approaches, coaching them to develop their understanding and skills in this area. To use their analytical skills to ensure robust analysis is undertaken on this data to develop insights and intelligence, underpinned by proactive research and interpretation, for the Professional Practice Directorate and the wider College.

To adhere to deadlines and manage competing and changing priorities. The College often receives data and analysis requests at short notice, so the post holder will need to reschedule their work plan where necessary and use their skills and knowledge to prioritise appropriately.

Key Duties

1. To support the College by delivering strong analytics across the breadth of its functions, managing a complex and varied workload primarily focusing on:
   o supporting the development of the College's Member Engagement function and enabling the development of strategy in this area;

- establishing the College's understanding of the diversity of its members, staff and volunteers to inform policy and strategy; and
- improving the way the College collects, analyses and reports on workforce data to enable policy and strategy decision assuring the future of pathology.
- analysis of examination and progression data, providing expert input into analysing trends in examination and progression data, including any issues that may be identified around differential attainment.
- supporting the College's Policy function to undertake with data collection (research) and analytics to support the development of key College policy positions.

2. To develop and implement CMS, data collection systems, data analytics and other strategies that optimise statistical efficiency and quality.

3. To use their subject matter expertise to advise departments across the College how to collect appropriate data from primary or secondary sources, persuading colleagues of the right data collection methods and ensuring they develop a good knowledge of what sources they should use.

4. To design surveys in the Professionalism Directorate, providing detailed analysis of the findings and coaching colleagues to develop the skills to perform these tasks as independently as possible.

5. To identify, evaluate and implement tools (external where required) to support data validation and cleansing and ensure these are being enacted by staff across the College, coaching them on the principles to employ.

6. To monitor and audit data quality, reporting to SMT and recommending solutions to address any issues that arise.

7. To undertake research and interpret data, analysing results using appropriate statistical techniques. Using the insights and intelligence developed to create clear and engaging reports that provide recommendations for new activities, procedures or approaches for the College.

8. To create dashboards, graphics and visualisations.

9. To proactively identify areas in which there is scope for developing new activities or ways of working that will support the delivery of the College's strategic priorities, using subject matter expertise and experience to advise and coach staff and SMT on the detail and the benefits of the proposals.

General duties

10. To keep up-to-date with relevant research and developments within the field of data analysis to ensure they are able to provide up-to-date, accurate and detailed advice to staff, SMT, Council and Trustee Board.

11. To undertake any other duties and responsibilities as requested which are commensurate with this role.

12. To engage in regular staff meetings, staff briefings and project groups where appropriate

13. To liaise regularly with the Head of Professional Practice, Director of Professional Practice and Vice-President of Professional Practice on all professional practice matters.

14. To use social media to promote awareness of the work of the department, and engage appropriately with stakeholders.

15. To maintain confidentiality at all times.

Data Analyst
Person Specification

Requirements	E	D
Qualifications / Knowledge / Experience		
Graduate in Mathematics, Economics, Computer Science, Information Management or Statistics, or equivalent experience	✓·	·
Proven experience working as a Data Analyst or equivalent role	✓·	·
Technical expertise in relation to data modelling, database design development, data mining and segmentation techniques	✓·	·
Strong knowledge of, and experience with reporting packages, databases (SQL, etc), and programming (XML, Javascript, etc)	·	✓·
Knowledge of statistics and experience using statistical packages for analysing data (Excel, SPSS, etc)	✓·	·
Experience of writing and editing reports, ensuring content is presented in an engaging way and is easily understood.	·	✓·
Experience of working and coordinating multiple projects or work streams simultaneously	·	✓·
Experience of maintaining systems, following defined processes and standards for work	✓·	·
Skills / Abilities		
Strong analytical skills with the ability to collect, organise, analyse and disseminate significant amounts of information	✓·	
Strong attention to detail with the ability to explain large amounts of data in simple, easy-to-understand formats, utilising graphs and diagrams where appropriate	✓·	
Ability to develop and follow processes, working in an organised, methodical way	✓·	
Ability to maintain accurate records	✓·	
Excellent written skills with a good grasp of grammar and punctuation		✓·
Ability to confidently and concisely communicate with colleagues and stakeholders	✓·	
Able to work as part of a team	✓·	
Strong problem solving skills	·	
Ability to prioritise multiple demands and meet deadlines		✓·
Excellent IT skills with the ability to use Microsoft Word, Outlook, Excel, and PowerPoint	✓·	
Ability to maintain confidentiality	✓·	
Personal Qualities		
Methodical and logical approach to tasks	✓·	
Commitment to a member/customer focused culture	✓·	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓·	

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Collaborative approach to work	✓·	
Committed to continual improvement	✓·	
Commitment to high quality outputs	✓·	
Maintains sufficient levels of IT skills and knowledge, including database reporting skills, and CMS skills	✓·	

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Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The salary for this Grade 5.1 role is £49556 per annum. This has opportunities for competence-based pay progression.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour)
Annual Leave	25 days per annum (pro-rota), plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff.
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.

The Royal College of Pathologists
Pathology: the science behind the cure

The College's values and behaviours **set out the kind of organisation we are**, **what is important to us collectively**, and **how we work to achieve success**.

They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.

Teamwork

We achieve excellence by working together.

- [ ] We collaborate, share knowledge and communicate plans.
- [ ] We involve the right people at the right time.
- [ ] We work cohesively towards common goals.
- [ ] We value diversity and the contribution and expertise of others.
- [ ] We provide, seek and act on constructive feedback.
- [ ] We approach tasks with energy and focus on positives.

Service

We support members to deliver the best patient care.

- [ ] We provide a welcoming, consistent and professional service.
- [ ] We listen to our members to understand and respond to their needs.
- [ ] We deliver impartial and accurate information and advice.
- [ ] We seek opportunities to improve the value of benefits for all membership categories.
- [ ] We are positive, open and transparent.
- [ ] We are reliable, delivering within agreed timescales.

Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- [ ] We strive to be the best we can be. We are resilient and determined.
- [ ] We take managed risks and learn from our mistakes.
- [ ] We take a proactive and solutions-focused approach to our work.
- [ ] We use innovation and creativity to improve the quality and efficiency of our work.
- [ ] We are committed to continuous learning and development.