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|  | Job Title  | Analyst (Qual)  |
| Grade  | C  |
| Function  | Operational Insights  |
| Job Purpose  | The purpose of this role is to generate insight through the analysis of data to meet CQC’s needs.  |
| Accountabilities and Responsibilities  | * Work collaboratively with stakeholders and teams within the function and unit to scope, refine, and shape analysis to meet organisational needs.
* Design and develop compelling visualisations and reports to communicate and highlight insight and data.
* Work with stakeholders to ensure products are fit for purpose and deliver required outcomes.
* Undertake analysis to extract relevant information and insight, including from across multiple data sources, presenting it in a clear and actionable manner.
* Design and undertake bespoke qualitative data collection where required.
* Incorporate views of the public and people using services are into the design and delivery of Data & Insight outputs.
* Select the best data, tools and methods to deliver needed insight.
* Promote best practice in capture, recording and storage of data by stakeholders.
* Provide support and guidance for stakeholders on use of insight, including supporting effective use of standard Data and Insight products.
* Develop CQC led data collection initiatives where external sources do not meet CQC’s data requirements.
* Design and undertake appropriate quality control and assurance for delivery of outputs.
* Promote a strong data culture across CQC in line with the organisational data strategy.
* Role model inclusive behaviours in everyday interactions.
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|  | * Promote a culture of respect and fairness and understand personal responsibilities around delivering against CQC diversity and inclusion strategy.
* Demonstrate competence and support others to achieve behavioural excellence through our Success Profiles ([Grade C)](http://intranetplus.cqc.local/Working%20for%20CQC/Performanceanddevelopment/Success%20profiles/Documents/20201027%20CQC%20Success%20Profiles%20Guide%20PDFA%20Accessible%20-%20FINAL.pdf) ensuring yourself and those you work with are the best that they can be.
* Role model and support others to instil our values into everything that we do.
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| Skills and experience  | * Educated to degree level or with equivalent experiential knowledge gained through job roles.
* Strong qualitative analytical skills.
* Understanding of quantitative methods.
* Previous experience of working in an analytical role.
* Proven ability in application of techniques for analysis of data and synthesis of findings, and knowing how to involve team in analysis and synthesis.
* Knowledge of how and when to practically apply existing bestpractice methodologies and solutions.
* Knowledge of qualitative primary and secondary research methods.
* Experience of developing data models and understand where to use different types of data models. Including understanding of industry-recognised data-modelling patterns and standards.
* Experience of managing large volumes of qualitative data using computer assisted coding software.
* Experience of working flexibly and in multi-disciplinary teams with the ability to engage well with colleagues and other stakeholders.
* Good decision-making skills and capability to make sound judgements.
* Ability to identify problems and resolve or escalate as appropriate.
* Ability to understand stakeholder needs and manage stakeholder expectations through the use of data and insight.
* Proven ability to tailor the communication of insight in the most appropriate and compelling way for the audience, including through storytelling and visualisation.

 Desirable  |
|  | * Knowledge and understanding of the health and care sectors.
* Experience of using record-level health and care datasets.
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| Values & Behaviours **Excellence** In my work for CQC: * I set high standards for myself and others, and take accountability for results
* I am ambitious to improve and innovate
* I encourage improvement through continuous learning,
* I make best use of people’s time, and recognise the valuable contribution of others

**Caring** In my work for CQC: * I am committed to making a positive difference to people’s lives
* I treat everyone with dignity and respect
* I am thoughtful and listen to others
* I actively support the well-being of others **Integrity**

In my work for CQC: * I will do the right thing
* I ensure my actions reflect my words
* I am fair and open to challenge and have the courage to challenge others
* I positively contribute to building trust with the public, colleagues and partners

**Teamwork** In my work for CQC: * I provide high support and high challenge for my colleagues
* I understand the impact my work has on others and how their work affects me
* I recognise that we can’t do this alone
* I am adaptable to the changing needs of others

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