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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. |
| 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. |
| 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 | |