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| Job Title  | Principal Analyst (Content)  |
| Grade  | A  |
| Function  | Analytic Content  |
| Job Purpose  | The purpose of this role is to lead the development and delivery of a portfolio of analytical content to meet CQC's needs.  |
| Accountabilities and Responsibilities  | * Lead the development and delivery of the strategy for the respective portfolio of content.
* Maintain an overall data catalogue for CQC, with a particular focus on the relevant portfolio area, understanding existing and future requirements.
* Act as owner of the relevant portfolio of content, representing highest point of escalation for business and support teams.
* Develop and champion common ways of working for content development, including services for data acquisition and common approaches for indicator development.
* Promote excellence and innovation in the analytical methodologies adopted for measurement of quality in health and/or social care, learning from best practice (national/international), both internally and externally.
* Manage competing demands for analytical work within the framework of the Demand Management Process. Ensuring sufficient capacity to deliver while managing stakeholder expectations.
* Work collaboratively with teams across CQC to ensure content supports development of products and services and meets CQC's strategic needs.
* Drive and build relationships internally and externally in order to deliver the portfolio of content.
* Lead complex analysis work to meet CQC’s insight needs.
* Identify the best data, tools and methods to deliver needed insight.
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|  | •  | Line manage research teams, facilitating flexible deployment in accordance with unit priorities.  |
|  | •  | Lead and facilitate multi-disciplinary teams from across the unit to deliver outcomes.  |
|  | •  | Assure that appropriate quality control and assurance is undertaken to ensure consistency, accuracy and relevance of unit outputs.  |
|  | •  | Help shape, steer and assure content work to help Data & Insight deliver best value for stakeholders across CQC and help shape the long-term Data & Insight direction to meet organisational needs.  |
|  | •  | Role model behaviours that drive efficiency and quality through continuous improvement and effective change to deliver the Data & Insight operating model.  |
|  | •  | Ensure that the views of the public and people using services are in the design and delivery of Data & Insight services and products.  |
|  | •  | Promote a strong data culture across CQC in line with the organisational data strategy.  |
|  | •  | Stay abreast of internal and external developments in data, policy and structures of care delivery ensuring appropriate awareness within the team.  |
|  | •  | Role model inclusive behaviours in everyday interactions.  |
|  | •  | 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 A)](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 have equivalent professional experience.  |
|  | •  | Expert analytical skills (quantitative and/or qualitative).  |
|  | •  | Excellent networking skills internally and externally.  |
|  | •  | Proven experience in leading and developing analyst teams.  |

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|  | * Excellent decision-making skills and sound judgement with minimal supervision and able to coach others to develop their decision-making skills.
* Proven experience in managing conflict and articulating coherent rationales for action.
* Proven ability to anticipate problems, know how to prevent them and understand how problems fit into the larger picture. Can also develop problem solving capabilities in others.
* Expert ability to manage stakeholder expectations and facilitate discussions across high risk and complexity or under constrained timescales.
* Expert understanding of relevant data sources, tools and systems including knowledge of how to influence senior stakeholders in data approaches.
* Proven ability to tailor the communication of insight in the most appropriate and compelling way for the audience (including large external audiences), including through storytelling and visualisation and have experience in leading others to do so. Desirable
* Knowledge and understanding of the health and care sectors.
* Experience of developing complex analytical models, risk models, or aggregate views of analysis.
* Understanding and experience of using research and evidence-based approaches to measurement of quality.
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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
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| * 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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