Job Profile
Job Description

Queen Mary
UNIVERSITY OF LONDON

Job Details		
Job Title:	Senior Data Analyst	
School/Dept/Institute & Centre:	SMD | Blizard | Centre for Primary Care and Public Health	
Reports to:	Readers in Primary Care Research and Development	
Grade:	5 Professional	Part Time 0.6 FTE
Appointment period:	18 months	
Current Location:	Yvonne Carter Building, Whitechapel Campus	

Job Context

Based in Whitechapel in the heart of London's east end, the Centre for Primary care and Public Health aims to deliver world leading research and education to inform and support local and global primary care and public health policy. With over 150 staff, trainees and students, the Centre is one of the leading primary care, public health and health services research centres in the country.

The Clinical Effectiveness Group (CEG) has provided developmental support to 136 practices in east London for 20 years. With a primary care database covering a GP registered population of over one million, our work covers quality improvement projects, service evaluation and health services research.
https://www.qmul.ac.uk/blizard/ceg/

Job Purpose

The CEG provides information and support for commissioning and service improvement, service development and research mainly involving local east London populations

This post is intended to support a range of CEG related research activities, supporting a range of research projects with partners in local NHS hospital departments and other academic units, particularly involving the extraction of data from EMIS Web and analysing and presenting the results to the researchers/stakeholders.

The post-holder, under the supervision and line management of Dr Sally Hull and Dr John Robson will have the responsibility for supporting a range of CEG related research activities, particularly in extracting data from EMIS Web and analysing and presenting the results to the researchers/stakeholders.

Main Duties & Responsibilities

Contribute to a number of research projects based on common chronic diseases (CVD, diabetes, CKD, COPD) and other emerging research collaborations which may include a variety of topics such as antibiotic resistance, viral hepatitis and other research projects as agreed with the PIs.

Main Duties & Responsibilities

Extract data from EMIS Web, will be provided with training where necessary.

Analyse data and provide appropriate reports with preparation for presentation and publication where necessary for the following projects.
- Health services provision for agreed groups
- The management and associated outcomes of people with specific conditions.
- Additional projects in association with Centre for Health Sciences academic staff as agreed with the principal investigators Drs Robson and Hull.

The post holder will also be responsible for the following:

- Be responsible, under the supervision and line management of the principal investigators Drs Robson and Hull, for undertaking specific research programmes of work.

- Maintain appropriate databases to support the research projects. Keep accurate written and computerised records and ensure data security.

- Maintain confidentiality of all electronically stored personal data in line with the provisions of the Data Protection Act, NHS legislation and best practice.

- Undertake literature and database searches for the research projects, and be able to interpret and present the findings of literature searches.

- Develop proficiency in searching and extracting data from EMIS Web, in conjunction with CEG data analysts.

- Undertake basic descriptive and analytic statistical analysis of data as required

- Contribute to the analyses and presentation of quantitative data

- Prepare reports of research results for public presentation through publications presentations and conferences. Contribute to report writing and to the preparation of research papers for publication in peer reviewed journals.

- Provide advice and recommendations to senior management team on data extraction and reporting requests, ensuring that produced data reports are effective and fully meet all specification and governance requirements.

- Contribute to other relevant activities or additional research agreed by the principal investigator

- The duties of the post outlined above are not exhaustive, and the post-holder will be expected to be co-operative and flexible, undertaking such administrative and other

Main Duties & Responsibilities

duties as may from time to time be reasonably expected of a member of research grade staff in a university.

- Participate in the College Appraisal Scheme, and demonstrate a commitment to continuing professional development.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

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Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	How Assessed
Qualifications	PhD/MSC or equivalent professional experience	E	A
	Undergraduate degree in relevant subject or equivalent experience	E	A
Knowledge, Skills and Experience			
	Significant experience of handling numeric data in Excel /STATA or equivalent packages	E	A/I
	Experience of extracting data from EMIS Web	E	A/I
	Experience of collaborative research, including research governance and ethics applications	D	A/I
	Experience of health services research using GP and/or hospital data	E	A/I
	Contribution to appropriate publications	D	A/I
	Experience of extracting and managing data in SQL	D	A/I
	Computer literacy with a good working knowledge of Microsoft Office software (Outlook, word, Excel, Powerpoint, Access)	E	A/I
	A commitment to working collaboratively and flexibly as part of a team.	E	A/I
	Good communication skills both oral and written	E	A/I
	Understanding of qualitative methods such as thematic analysis of interviews or written material	E	A/I
	Experience of using qualitative methods in previous projects	D	A/I
	Experience of report writing for a range of audiences	E	A/I
	Experience of preparing research papers for publication	E	A/I
	Good problem solving and analytical skills, with the ability to identify potential problems and liaise appropriately with others to manage and resolve them effectively,	E	A/I
	Ability to organise work and prioritise appropriately within the project timetable	E	A/I

Essential/Desirable:
E = Essential: Requirements without which the job could not be done.
D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed: A = Application I = Interview   OM= other means (e.g. presentation, test, etc.)