NHS
University Hospital Southampton
NHS Foundation Trust

JOB DESCRIPTION

Post title:	Advanced Workforce BI Analyst
Directorate/ department:	Workforce Team Training, Development and Workforce
Agenda for Change band:	7
Accountable to:	Workforce Manager & Head of Workforce
Accountable for:	Workforce Business Intelligence – producing high quality, insightful, advances and collaborative analytics. Managing a team of analysts and developers.
Main purpose:	**Subject area**: NHS Workforce Business Intelligence - Utilise corporate, national and regional tools and datasets to develop resources for supporting strategic objectives within this subject area. - Responsible for leading, co-ordinating, planning and delivering a programme of work to provide core support to existing and emerging requirements for this subject area. - Investigate, explore opportunities and engage with leads across the Trust and region(s) regarding this subject area.
Key working relationships:	Key working relationships will include: - Head of Workforce - Workforce Manager - Trust Information Manager/ Director of Data & Analytics - Workforce and wider BI colleagues at all levels, particularly other analytics leads - Data Warehouse and BI Tools Project Team - TDW & wider UHS Directorate senior managers and function leads - Strategy Groups – BI, People, HR - Chief Operating Officer and their team - All divisions, care group and service functions - Finance – Income Management & Costing - Strategy and Business Development - Regional/national networks and other NHS providers - External recipients of University Hospital Southampton (UHS) data flows and reporting including other national and regional NHS organisations, local authorities and universities.
General duties:	**Subject area**: NHS Workforce Business Intelligence, Systems, Operations and Development 1. Work alongside the core analytics and development teams to collate and contribute towards the provision of insight regarding the subject area. 2. Provide professional support, advice and guidance to departmental and UHS colleagues on all aspects of information regarding the subject area. 3. Propose changes to and redesigns of procedures and policies regarding information capture, storage and process to support analysis of services and assessment for service development. 4. Investigate complex queries, report problems and assess a range of solutions to

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resolve problems in the subject area where no precedent exists or where leading opinions may conflict.

5. Gain an understanding of highly complex matters from the subject area and draw conclusions, implications and recommendations for communication to a wide range of internal and external staff.

6. Networking and collaborating with Trust wide and regional leads to learn, share and promote our work within the subject area.

7. Lead, plan and support projects or mandated changes emerging from or related to the subject area to agreed timescales and standards.

8. Perform testing and provide assurance, data quality indicators and relevant documentation for information flows, tools and processes that have been designed or created by, or on behalf of the post holder.

9. Support the Trust with provision of information or data for the purposes of internal and external audits relating to the subject area.

10. Adhere to and promote best practice for analysis, information governance, testing, documentation and change management.

Subject area: NHS Workforce Business Intelligence: Staffing and Budgets Management

11. Responsible for line management of allocated Team / Analysts including recruitment, appraisal, discipline, training, career development and succession planning.

12. Actively manage and develop staff performance following corporate policies.

13. Contribute to the management of and financial processes associated with departmental and service budgets, particularly staffing and purchasing. Help to formulate and monitor project budgets.

14. managing prioritisation and task management of ad-hoc requests versus time sensitive external data returns;

15. Liaison with Business Intelligence development colleagues to ensure that work programmes are defined and cross team working is effectively planned and key project outputs are achieved.

Additional:	16. Promotion of corporate tools and their capabilities across all levels of the organisation including gathering feedback. This may include demonstrations, presentations, networking, training of staff and creating resources to support the understanding and use of tools for which the post holder is responsible. 17. Work with colleagues across the organisation to identify the business needs and areas which would benefit from greater insight using our business intelligence tools. 18. Liaise with colleagues to ensure that work programmes are defined, team and cross team working is effectively planned and key project outputs are achieved. 19. Contribute to effective team working within TDW & specifically Workforce teams,

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by transferring skills and knowledge to appropriate staff and ensuring working procedures are properly documented and maintained so they can continue in the absence of the post holder. Also contribute to the wider strategies for TDW where necessary, supporting the BI, Workforce, Digital or other departmental strategies

20. Support and contribute towards our business intelligence, data literacy, digital and Trust wide strategies and engage with our Trust values of patients first, working together and always improving.

21. Any other task consistent with grade and experience as determined by the Head of Workforce or Workforce Manager. The post holder may be required to deputise for other senior information posts.

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.

Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.

You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.

Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects. |
| **NHS standards of business conduct and professional registration** | All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.

All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role. |
| **Living our values every day** | All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:

1. Patients First
2. Always Improving
3. Working Together

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services |
Health and safety:	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
Infection prevention and decontamination of equipment:	All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
Child protection/safe guarding	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.
Confidentiality	All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.

Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.

This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder. |

Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	24 April 2024