THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Data Analyst

Department: Data and Analytics Function

Reports to: Head of Group Data and Analytics

Key relationships: IT, Senior Business Stakeholders

Hours: 35 hours per week
(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

Grade: G

London weighting: As applicable

Location: Any RCN office with hybrid working

JOB PURPOSE

The data analyst is responsible for delivering business reporting and insights to end users through use of analytical reporting techniques, dashboards, and visualisations making complex information, easy to understand, enabling insight driven decision making.

KEY RESPONSIBILITIES

The data analyst key responsibilities are:

1) Deploy expert understanding and expert skills in the structure, analysis, manipulation and reporting of information and data.
2) Support the Head of Data and Analytics in the development and delivery of the data, analysis and insight strategy.
3) Support the Senior Reporting Analyst in the management of member data.
4) Provide valuable insights in delivering core business goals aligned with the RCN 5-year strategy.

1. Specific role responsibilities

1.1. Develop and maintain a detailed knowledge of the RCN data sets, links and relationships to support the businesses priorities and governance of the organisation.

1.2. Collaborate with colleagues across the RCN to understand the data context and information available internally.

1.3. Gather business requirements, translate into analytical / data reporting user stories.

1.4. Use existing systems and tools to extract and manipulate data for a wide variety of purposes including, business intelligence, membership profiling and engagement (using MS Access, SQL Management Studio, R Studio, Power Bi & Power Query)

1.5. Present complex data effectively through data visualisation techniques, making use of best practice and innovation (using SQL Server Reporting Services, MS PowerBi, MS Excel and other suited tools)

1.6. Collect, collate, and prepare data sets for intelligence analysis, data mining and descriptive analytics.

1.7. Contribute to strategic discussion on the recording and use of data in the RCN, looking for ways to develop our data management practices, ensuring that data is up to date, accurate and GDPR compliant.

1.8. Assess RCN data quality and identify opportunities for improvement and automation of processes.

1.9. Contribute to the improved practices of Data Governance, Excellence and Modernisation, aligned with DAMA principles.

1.10. Support the implementation activities related to the migration of data, including the mapping and testing of new system deployments.

1.11. Assist in the development of strategic key performance indicators and business metrics.

1.12. Support individuals, the team and department in meetings, providing a quality service to the business and acting as a professional point of contact.

2. Additional responsibilities

2.1. Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.

2.2. Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.

2.3. Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.

2.4. Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the

organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.

2.5. Assist the Head of Data and Analytics and the Head of Membership Admin with operational planning and budget setting processes, identifying appropriate targets and objectives for the teams. Including activities to support the development and efficiency of the departments.

2.6. Undertake any other duties as requested in line with the job role.

Job description updated by:
Katy Gooblar, Head of Group Data and Analytics
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