

Job Description and Person Specification

Job Title	Intelligence Unit Analyst
Directorate	Operations
Department/Team	Intelligence Unit
Location	Farnborough
Grade	3.1 (indicative) / AfC Band 7
Reports to	Intelligence Unit Manager
Contractual notes	Permanent

Job Summary/Purpose

The Healthcare Safety Investigation Branch (HSIB) was established by the Secretary of State for Health in April 2016. Headed by the Chief Investigator, it is tasked with carrying out independent safety investigations across the healthcare system in England, and became operational in April 2017.

The purpose of HSIB is to determine the causes of accidents and serious incidents, and to make safety recommendations intended to prevent recurrence and to improve safety across the healthcare system. It is not to apportion blame or liability. A more detailed background document describing the establishment, purpose, and mode of operation of HSIB is included within the application pack.

HSIB will seek to carry out investigations which are most likely to reveal the causes of systemic risks to patient safety and maximise the potential for system-wide learning, as well as making optimum use of HSIBs unique capabilities.

In order to support this investigative activity, the Intelligence Unit (IU) will gather, integrate, analyse and prioritise healthcare safety intelligence from a wide variety of sources. Working with the lead investigators the IU team will help to identify, define and propose investigations, series of investigations, or safety studies by HSIB into safety events or issues affecting the healthcare system.

The IU team will also assist HSIB in evaluating and assessing the ultimate effects of its investigation reports and recommendations, to inform the choice of future investigation subjects and provide recommendations for improving investigative processes and methods.

The Intelligence Unit Manager is seeking an insightful, intelligent and creative individual with a good knowledge and understanding of the healthcare system to assist the Intelligence Unit Manager in the day to day operations of the IU, undertaking activities to support the objectives of HSIB.

The Intelligence Unit Analyst will need excellent IT skills, and will be comfortable working with data in a variety of forms, to analyse, understand and make effective use of it.

Organisationally, the Intelligence Unit Manager will hold line management responsibility for the Intelligence Analyst and any other members recruited to the team in future.

The IU Analyst will also have an important engagement role, internally and externally, processing external referrals of safety events, issues and concerns from a wide range of stakeholders in the healthcare system, developing these potential cases as necessary and supporting their presentation to Branch senior leadership. Referrals will originate from information provided by a range of people and organisations across government, healthcare and lobbying organisations, as well of course as patients, families and the public.

Therefore, the successful applicant will be expected to be knowledgeable and empathetic, being able to relate effectively to the variety of individuals who may seek the attention and assistance of HSIB.

Key Accountabilities

Insight & Analysis

- Responsible for providing analysis, insights and influential commentary to key internal groups to support recommendations and decision making;
- Responsible for performing in-depth benchmarking of clinical, operational or financial data and information to develop insights.
- Responsible for gathering and analysing relevant information and producing reports in a consistent way which support the development of strategies to address Branch challenges;
- Responsible for engaging with and presenting to agreed relevant external bodies and where appropriate compliance with relevant rules and regulation;
- Monitor and report on financial and operational aspects;
- Formulate and plan statistical strategies for the service, using information from a wide range of sources

Data Quality

- Responsible for ensuring data quality within reporting;
- Responsible for meeting analysis and reporting deadlines;
- Responsible for development and adaptation of information and statistical

reporting systems

Methodology & process development

- Support Investigation teams and the Intelligence Unit Manager in:
 - the development and continual improvement of analytical frameworks and processes
 - propose changes and advise on service improvements
 - standardising benchmarking, analysis and reporting requirementsby identifying risks/lessons learnt and making suggestions and recommendations for improvement based on own experiences
- Demonstrate competencies relevant to the role level and be a role model for HSIB's values

Role Dimensions

Key Relationships (External)

- NHS providers (including NHS foundation trusts, NHS trusts and independent and third sector providers)
- NHS England
- Academic bodies, Royal Colleges and other sources of clinical, safety and research data nationally and internationally
- Clinical Commissioning Groups (CCGs)
- Care Quality Commission, NHS Improvement and other regulators
- Department of Health and other Government Departments, as appropriate, including Ministers
- Think Tanks and / or consultancies where needed
- Local Authorities
- Domestic and international safety investigation agencies

Key Relationships (Internal)

- Investigation team
- Corporate Services team
- Wider intelligence Unit
- Legal services team
- Communications
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Numbers and types of staff managed

N/A

Budget Managed

N/A

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree level qualification in relevant discipline• Evidence of ongoing continuous professional development/learning	<ul style="list-style-type: none">• Post-graduate degree level in a relevant discipline
Experience & Knowledge	<ul style="list-style-type: none">• Specialist knowledge and experience of working within MI, analytics & reporting• Demonstrable experience of delivering insightful point of view from data and ability to present analysis, information and reporting's in a clear and logical way; and• Knowledge of strategic, commercial, financial and operational risk;• Strong analytical skills and capability;• Good problem solving skills;• Strong organisational skills with the ability to plan and prioritise own workload with competing priorities;• Understanding of the areas of analytical relevance to the directorate.	<ul style="list-style-type: none">• Experience using reporting tools;• Understanding of the key drivers of provider / hospital performance and operating model and potential reporting implications;• Established stakeholder management skills•
Skills, Abilities and Attributes	<ul style="list-style-type: none">• Strong problem-solving skills• An outstanding communicator, both in	<ul style="list-style-type: none">• Experience of using reporting tools

	<p>person and in writing, with the ability to present advice and information in a clear and logical way;</p> <ul style="list-style-type: none">• Highly numerate with excellent analytical skills• Highly proficient with Microsoft Office, particularly PowerPoint and Excel modelling	
Other		