Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

1. JOB DETAILS

Job Title: Data Analyst

Team: Pharmacy Services
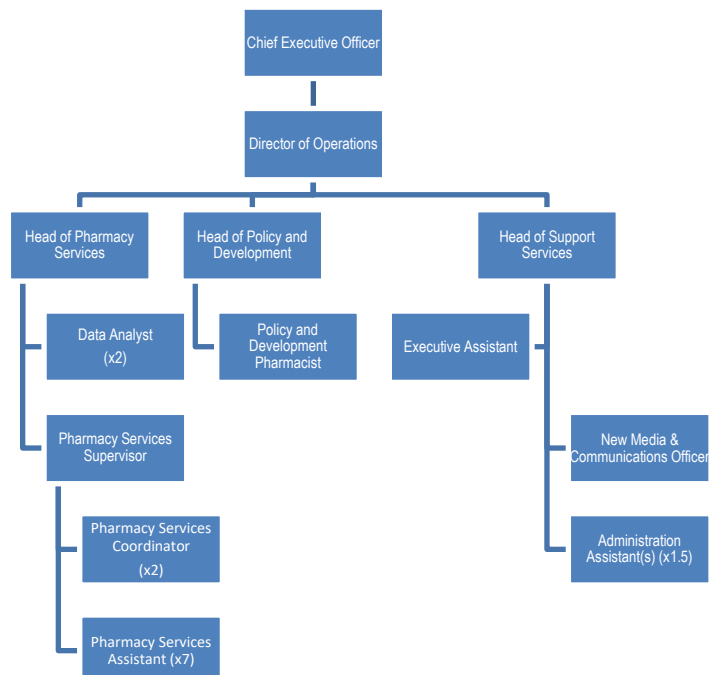
Reports to: Head of Pharmacy Services

Reporting to job-holder: 0 posts (see section 3)

2. OVERALL PURPOSE OF THE JOB –
To produce timely, accurate and relevant management information reports from a variety of sources for the Pharmacy Services Department, Community Pharmacy Scotland negotiating team and pharmacy contractors at large.

3. JOB DIMENSIONS

Reporting Structure:

4. PRINCIPAL ACCOUNTABILITIES –

1. To extract data from reporting systems and databases in a timely manner.

2. From this data produce for CPS accurate, timely and secure reports.

3. To develop and implement policies for data manipulation to support the wider CPS business strategy.

4. To coach, train and develop colleagues in the production and usage of the reports.

5. To maintain the integrity of the information being held in the CPS server network.

6. To develop and maintain bespoke applications used within CPS.

7. Ensure produced reports comply with the corporate brand format.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

5. JOB CHALLENGES

Providing accurate and appropriate management information within requested timescales. Keeping up to date with database developments and assessing the impact on or appropriateness for CPS. Keeping abreast of service developments in community pharmacy and fully understanding funding to produce accurate information.

6. JOB KNOWLEDGE, SKILLS AND EXPERIENCE –

- Educated to SQA Degree level or equivalent as demonstrated by previous experience and or competence

- Familiar with database design concepts

- Expertise in the use of SQL server technology or another relational database experience

- Expertise in the use of Excel

- Familiarity with VBA, VB.net or C#

- Ability to integrate into high-performing team with result-driven individuals

- Demonstrate Information Technology knowledge or experience

7. ADDITIONAL COMMENT – *.*
Every job description in the organisation will be subject to a review either:
- **on an annual basis at the time of the annual appraisal meeting where performance indicators will also be reviewed, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

This job description will be subject to ongoing review to ensure all roles are reflective of organisational priorities.