Versus Arthritis

Job description

Job title: Improvement and Impact Data Officer

Reports to: Impact Manager

Department: Improvement and Impact

Directorate: Finance and Corporate Resources

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**Finance and Corporate Resources (FCR) Directorate**

The Finance and Corporate Resources Directorate encompass the charity’s finance, improvement and impact, ICT, facilities and digital and data operations as well as ensuring our impact is clearly defined. The Directorate’s work ensures the charity is sustainable in the long term.  We deliver excellence in policy, process and systems in a range of infrastructure of our business management functions to ensure that we are a well managed organisation with strong foundations.

Job purpose

This role is responsible for contributing to the successful running of the Improvement and Impact department within the Finance and Corporate Resources Directorate.

Fundamental to this role is the provision of support, analysis, assistance and delivery capacity to the Improvement and Impact department.

Main duties

* Develop, build, and maintain reports and dashboards to assist with monitoring impact, performance and planning activity.
* Assist the organisational Impact Manager to manage and understand the Charity’s impact, through the development of appropriate tracking, monitoring, and reporting of organisational impact data.
* Provide advice and monitor compliance with improvement and impact processes.
* Support the embedding of our impact and improvement (I&I) approaches through design and delivery of comms, engagement, learning, and development activities.
* Provide analysis and insight in planning, performance, and impact across the charity. Working with the relevant stakeholders, ensure that all I&I data is presented in an accessible, engaging and visual way.
* Contributing to the development and continuous improvement of department processes, practices, and resources.
* Collaborating with key stakeholders such as the Health Intelligence, Data, Research Impact, and Governance teams, to align processes and ensure work is delivered efficiently and effectively.
* Work in partnership with Service teams to lead on streamlined data collection processes, enabling timely collation of useful and accurate data to help inform reports and decision making.
* Ensure that data used for performance, planning and impact purposes is robust, appropriately managed and governed in line with applicable standards and laws (for example General Data Protections Regulation, GDPR). Identify flaws in the completeness and/or robustness and reliability as required.
* Work with the I&I managers to keep up to date on good practice and emerging trends in performance, planning and impact within the third sector.
* To embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* To ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* To embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* To undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Wider Improvement and Impact team.
* Services and Influencing teams.
* Directorate management teams including the directors.
* Digital and Data teams, along with staff in analytical and technical roles across the organisation.
* Research Impact and Health Intelligence teams.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Excellent working knowledge and practical experience of building Power BI dashboards to collate data from a variety of different sources.
* Good understanding and working knowledge of GDPR and how to apply this to data collation, with the ability to manage sensitive information with discretion.
* Appropriate practical experience of working as part of an advisory function.
* Experience of working with a range of internal stakeholders and evidence of the ability to build relationships, challenge constructively, collaborate, facilitate, network and influence.

Skills

* Confident user of Power BI, including creating new dashboards as required.
* Competent and confident in Microsoft Office (particularly Excel, but also Word, Outlook, PowerPoint) and SharePoint.
* Effective and confident oral and written skills and the ability to communicate complex ideas effectively to a wide range of stakeholders.
* Good attention to detail.
* Excellent analytical and organisational skills with the ability to delve into detail alongside seeing the bigger picture.
* Enthusiastic, flexible, and innovative approach to work.
* Maintaining knowledge of best practice through horizon scanning.

Desirable experience, knowledge and skills

* Familiarity with the disciplines of evaluation and impact measurement.
* Previous experience of qualitative and quantitative data analysis, including experience of identifying trends and reporting on findings.
* An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions.
* Have experience of working for a large charity, organisation, or equivalent.
* Experience of working as part of a wider team, sharing information, knowledge and experience with others as required.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.