

## Job Description

<b>Job Title:</b>	<b>Data Relationship Manager (Information Manager)</b>
<b>Job Band:</b>	<b>Band 7</b>
<b>Department:</b>	<b>Health Informatics Team</b>
<b>Responsible to:</b>	<b>Chris McAvoy</b>

### Why join The Dudley Group?

Here at the Dudley Group our patients and staff are at the heart of all that we do to offer a high-quality patient experience in a caring and supportive environment that aligns with our vision of providing safe, caring, and effective services because people matter.

## Shaping #OurFuture

Vision

Excellent health care, improved health for all

The Dudley Group  
NHS Foundation Trust

Values

Goals

Deliver right care every time

To be a brilliant place to work and thrive

Drive sustainability financial and environment

Build innovative partnerships in Dudley & beyond

Improve health and wellbeing

Measures of success

Care Quality Commission rating good or outstanding Improve the patient experience survey results	Reduce the vacancy rate Improve the staff survey results	Reduce cost per weighted activity Reduce carbon emissions	Increase the proportion of local people employed Increase the number of services jointly delivered across the Black Country	Improve rate of early detection of cancers Increase planned care and screening for the most disadvantaged groups
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Programmes

Black Country system service transformation	Local leadership to address health inequalities	Research and development, education and innovation
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Dudley Improvement Practice

### Job Summary

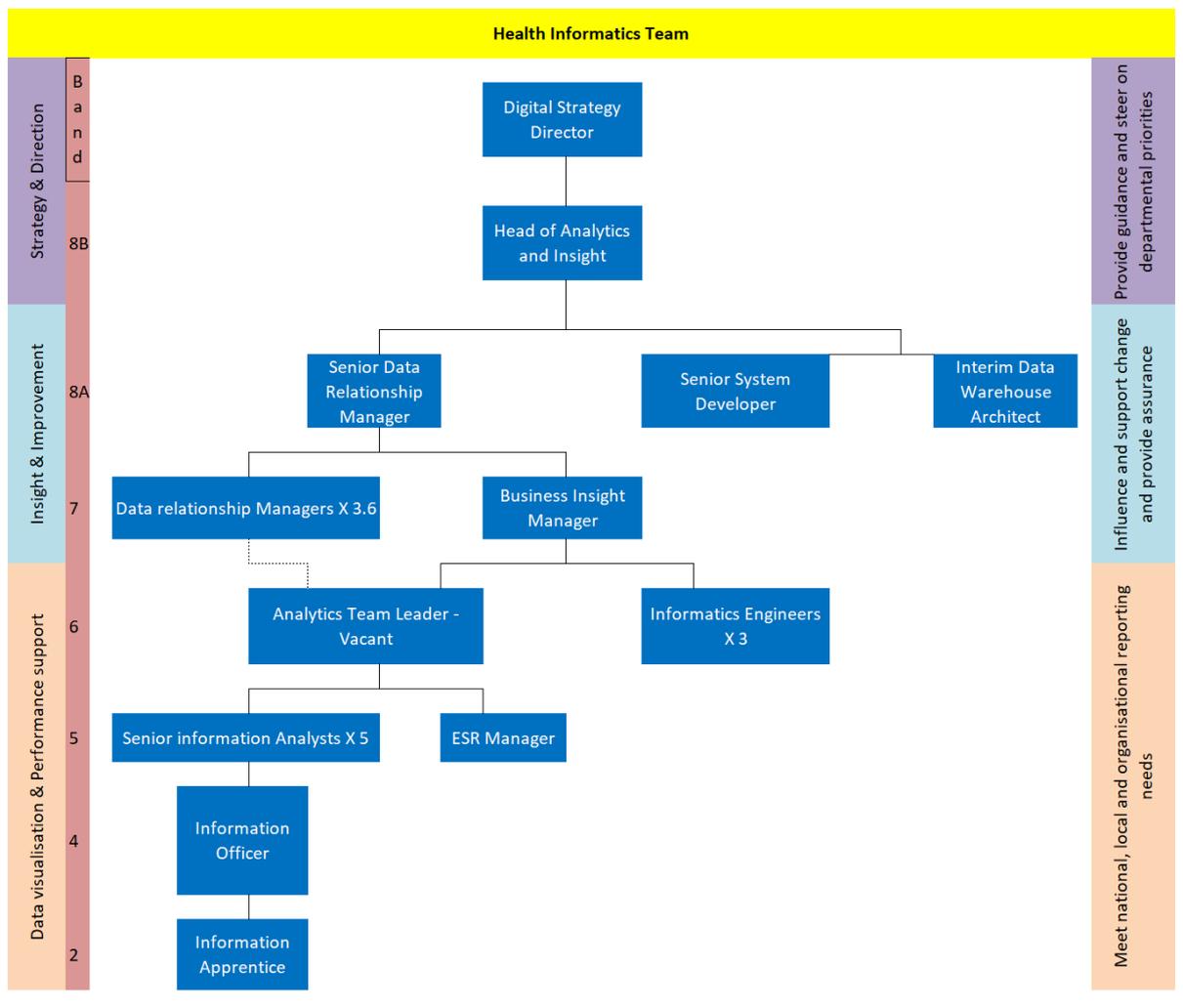
<p style="color: #0070c0; font-weight: bold; font-size: 1.2em;">CARE</p> <p style="font-size: 0.8em; color: #0070c0;">A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.</p>	<p style="color: #0070c0; font-weight: bold; font-size: 1.2em;">RESPECT</p> <p style="font-size: 0.8em; color: #0070c0;">A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.</p>	<p style="color: #0070c0; font-weight: bold; font-size: 1.2em;">RESPONSIBILITY</p> <p style="font-size: 0.8em; color: #0070c0;">A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.</p>
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Provide high quality complex analytics in support of Trust Divisional and operational needs. Will be expert in specific Divisional and operational areas of knowledge with a working knowledge of Trust-wide data requirements. Provide cover support across the Relationship Management team and the Business Insight Manager.

Will be visible and engaged at a Divisional level providing support for performance management and service redesign, translating analytic requirements between informatics and non-informatics stakeholders.

The role should be improvement focussed in relation to mandated performance monitoring and opportunities to achieve clinical excellence through the support of insight and analysis.

**Structure Chart**



**Principal Duties & Responsibilities**

 <b>CARE</b> <small>A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.</small>	 <b>RESPECT</b> <small>A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.</small>	 <b>RESPONSIBILITY</b> <small>A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.</small>
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To communicate complex statistical and analytical information for mandated and non-mandated performance measures, and opportunities to all levels of the organisation.

To support understanding of epidemiological information such as incidence and distribution of factors relating to conditions and other factors relating to health.

Using highly developed communication skills to be able to communicate conclusions and implications of results drawn from statistical, performance and epidemiological analyses to a wide range of internal and external staff.

To be able to translate and communicate highly complex information at appropriate level to audience e.g. non-statistical professionals and colleagues.

Develop and deliver formal, complex statistical/epidemiological presentations to divisional, directorate and specialty meetings.

Train peers, juniors and colleagues on the understanding of statistical analyses and the interpretation of results.

Show in-depth specialist knowledge of statistics/epidemiology/information analysis and the use of information across the NHS.

An expert in specific Divisional and operational areas of knowledge but also show a working knowledge of Trust-wide data requirements and provide cover for the Relationship Management Team and the Business Insight Manager.

Be able to analyse, investigate and resolve complex statistical/analytical /epidemiological queries and issues/problems, where there is a range of solutions/

Analyse, interpret and resolve highly complex statistical/epidemiological/information problems where there is no precedent, or where leading opinions may conflict.

Authorised signatory for cash payments and holds a delegated budget from a budget from the department.

To prepare plans and strategies for complex information aspects of business of the organisation contributing to and supporting service business planning.

Proposes changes to and redesigns statistical/epidemiological, information and local managerial policies and procedures which have an impact on other areas, e.g. analytical/statistical lead on cross-professional working groups advising on new data collection, lead epidemiologist advising on population needs assessment for service development, including participation in agile project team working for the purposes of supporting transformation and new technologies.

Responsible for introducing, adapting and improving a system to input, store and disseminate information (e.g. via web) used in statistical/epidemiological analysis.



Works to achieve agreed objectives and is given freedom to do this in own way of working within broad professional or organisational policies.

Responsible for running of one or more information systems for collection of health related data sets.

Regularly involvement in surveys, audits or research to support service development, e.g. audits of surgical practice, audit of data quality; develops methodologies for the analysis and/or interpretation of data.

Works to achieve agreed objectives and is given freedom to do this in own way working within broad professional or organisational policies.

To operate in the role with significant freedom to act, make decisions and recommendations to others within the scope of the role and the service and organisational policies.

Concentration required when analysing statistical information, writing reports interruptions to answer customer queries; requirement to concentrate for long periods on complex data analysis

There may also be a requirement to undertake other similar duties as part of this post in order to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time in light of developments and may be amended in consultation with the post holder.

## Organisational Values

### **The post holder will:**

**Care:** You will listen, be respectful and treat others with compassion and kindness.

**Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.

**Responsibility:** You will take responsibility for yourself and your team.

There may also be a requirement to undertake other similar duties as part of this post to provide a quality service. These will be consistent with the level of responsibilities outlined above.

This job description may be reviewed from time to time considering developments and may be amended in consultation with the post holder.

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## Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as the Facilities Management Centre (FMC).



## **Code of Conduct**

It is expected that all staff would be able to show that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staff are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

## **Equality, Diversity, and Inclusion**

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

## **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

## **Improvement Practice**

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice." As part of your role, you will be asked to take part in improvement activity relevant to your post.

## **No Smoking**

The Trust is a completely Smoke Free Organisation and all premises will be considered No Smoking Zones.

## **Health and Safety**

The Trust has a duty of care to employees and will ensure that, as far as is practical, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees must follow relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.



Prepared by:	C.Benfield/C.McAvoy
Date:	22/7/2021
Job evaluation completed:	
Job evaluation reference number:	



### CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



### RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



### RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.