

## Job Description

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| <b>POST:</b>           | Data Coordinator  |
| <b>HOURS:</b>          | 30 hours per week                                       |
| <b>CONTRACT:</b>       | 18 months Fixed term contract                           |
| <b>SALARY:</b>         | Up to £23,524.80 per annum (based on 30 hours per week) |
| <b>PLACE OF WORK:</b>  | St John's Hospice                                       |
| <b>ACCOUNTABLE TO:</b> | Director of Finance & Resources                         |
| <b>REPORTS TO:</b>     | IT Manager  |

### JOB PURPOSE

The Data Coordinator is responsible for the development of all business information for St John's Hospice, both clinical and non-clinical, through the implementation and promotion of systems and processes, including Power BI, to ensure data is effectively utilised to support business objectives.

The Data Coordinator works collaboratively with cross-functional teams across the Hospice, to champion effective data management that delivers consistent, insightful reporting.

### KEY WORKING RELATIONSHIPS

- Senior Management Team
- IT Manager
- IT Assistant
- Heads of Departments
- All staff and volunteers of the Hospice and its subsidiaries

### MAIN DUTIES

#### Data Capture

- Work closely with colleagues across the Hospice, in their own environments, to promote the use of data to ensure that the Hospice's work with patients, supporters and stakeholders is fully reflected in the information that is published.
- Understand the Hospice's reporting requirements and propose configuration solutions that meet these.
- Proactively work with Heads of Service and Senior Management Team to ensure that information provision is tailored to their priorities and supports their decision-making requirements.
- Support service development and income generation by ensuring data capture and flows are built into service specifications to enable effective analysis and reporting of activity.

## **Data Quality**

- Comply with all information governance requirements, including the General Data Protection Regulations.
- Contribute to the development and implementation of data management policies and procedures to ensure compliance with regulatory requirements.
- Collaborate with other team members to ensure data consistency and quality across different systems.
- Review and validate data sets to ensure accuracy and completeness.
- Investigate data anomalies and instigate corrective actions as required.

## **Data Reporting**

- Ensure appropriate training of staff to use systems which will assist in the extraction of data.
- Support data provision for the Hospice providing, in a timely manner, accurate and meaningful routine, scheduled and ad hoc reports to communicate data insights to a broad spectrum of stakeholders.
- Provide organisational data in a number of formats including dashboards, graphs, charts and reports.
- Provide analysis and interpretation to support the evaluation of organisational activities.
- Understand external reporting requirements, e.g. NHS, CQC, Charity Commission, Fundraising Regulator, and provide data and information to meet these requirements.
- Keep informed of best practice, technological developments, and changes in Hospice practices, in order to develop and implement data-driven solutions.
- Maintain good communications with external support providers and the Hospice User Group forums.

## **Other**

- Proactively contribute to the objectives of the IT team.
- Attend team meetings.
- Undertake continuous professional development related to the role
- Perform other duties commensurate with the role as assigned by the IT Manager or Director of Finance & Resources.

The responsibilities set out in this document may change from time to time through discussion with the post holder. In addition the post holder might, at the discretion of the Senior Management Team, be required to take on other tasks in the wider interests of the Hospice.

## **STANDARD/ENHANCED DISCLOSURE REQUIREMENT**

Standard

## **DUTIES AND RESPONSIBILITIES TO ST. JOHN'S HOSPICE**

### **1. Confidentiality**

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements

of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John's Hospice Disciplinary Procedure and may result in dismissal.

## **2. Health and Safety**

Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

## **3. External Interests**

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John's Hospice and their obligations under the Working Time Directive.

## **4. Statutory Training**

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

## **5. Flexibility**

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John's Hospice to achieve its corporate goals and objectives.

## **6. Safeguarding**

Each member of St John's Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

## **7. Disclosure and Barring**

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member's ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member's supervisor so that any impact on ability to work in post can be assessed.

## **8. Equality and Inclusion**

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

## **9. Volunteers**

The role of volunteers is integral with the work of St John's Hospice and paid staff are required to underpin this in their attitude and actions.