Data Analyst

Job advert

28/07/2023

Do you believe in the power of data and think this power should be used to improve the lives of the people living in Scotland?

Are you passionate about how data-driven innovation can transform services and improve wellbeing? Do you have experience of working with large scale datasets and data platforms? We’re offering a brilliant opportunity to work at the cutting-edge of data research in Scotland. Working with Scottish Government, Scottish Centre for Administrative Data Research (SCADR) and Administrative Data Research Scotland (ADR Scotland) on various programmes, we’re seeking a data analyst who has experience of developing ways to determine data accuracy and discoverability as well as helping to implement new data services for researchers.

# About us

Research Data Scotland is a charity set up by the Scottish public sector and leading universities. We help researchers find and make use of data that can improve the lives of people in Scotland. Working in partnership, we do this by widening the range of data available, creating new data assets and providing a single point of contact for safe, secure and effective access to public data in a trustworthy manner.

Data is often locked away in lots of individual systems, across many different organisations, and isn’t in a format that makes access or integration easy. We can help researchers to unlock the potential of this data by giving them information and advice that speeds up and simplifies their work.

RDS aims to provide a step change in the service to researchers, whilst maintaining the high standards of information governance and data security already in place. We aim to work as openly as possible, maintaining standards in transparency and ethics. Our focus is on providing a streamlined service for researchers, as well as extending the range of data available through the service, particularly in the areas of Covid-19, NHS imaging, geospatial data, children and justice services.

Our partners include: Scottish Government, Public Health Scotland, National Records of Scotland (NRS), and the Universities of Aberdeen, Dundee, Edinburgh and Glasgow. We work closely with the national and regional safe havens. And we are in contact with other organisations in Scotland and across the UK in the data research sector, including public sector, research and commercial bodies.

# About the job

# RDS is at an exciting stage in establishing our data sourcing and curation functions and becoming a key partner in delivery of the ADR Scotland programme. We’re recruiting a Data Analyst to assess the feasibility of making datasets available for research. This will include deciding if data is accurate and fit for purpose and preparing it for use in Scotland’s National Safe Haven (a secure computing environment). This will include using R/R Studio to write code to update datasets. The analyst will also work on developing ways to update and refresh existing datasets and improve discoverability through our metadata catalogue, as well as helping develop new data services which could include the creation of synthetic data.

# About you

# You are a self-starter, with high energy. You are very organised and have proven data analysis experience, preferably in the public sector or academia. You are passionate about how data driven innovation can transform services and improve wellbeing and have good knowledge of/experience in working with data and data platforms.

# Life at RDS

We are a small friendly and highly engaged team of people. We promote continuous learning and work hard to build an inclusive and supportive workplace culture. We live our values of; integrity, transparency, courage, collaboration and humility.

Our people typically work a 35-hour week, with hybrid working on offer from day one. You can choose to work flexibly from home or use one of our desks in the Bayes Centre in central Edinburgh. The whole RDS team meets one day per month in-person in Edinburgh or at an off-site away day in the Central Belt. Individual teams organise their own in-person days to collaborate, develop and socialise together.

We offer 33 days’ annual leave (including public holidays) and have no set closure days. We have a generous pension and enhanced pay for parental/adoption leave. This list of benefits is being added to as the organisation develops, and you can help shape it as part of the team. Our Culture Group helps us seek feedback from colleagues across the organisation to make RDS an even better place to work.

# Apply

We like to keep our application processes as simple and human-centred as we can.

To apply, we just need your CV and a cover letter outlining how your skills and experience match the job and person specification.

If you’re ready to apply, send your CV and covering letter to [jobs@researchdata.scot](mailto:jobs@researchdata.scot) Or email us for an informal chat about RDS and the role.

If we can make any adjustments to our standard application or selection process to make things easier for you, please let us know.

# Equal opportunities

Research Data Scotland is an Equal Opportunities employer that is committed to diversity and inclusion in the workplace. All our hiring decisions are based on merit, qualifications and business needs. We’d really appreciate you sending a completed [equalities monitoring form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_a1f635f43bf24b619bd55ea959af7e83.docx&wdOrigin=BROWSELINK) with your application, so we can ensure we are meeting our commitments.

# Other information

[Skills for Success](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_ff9d527d8ee34d0db0d6fa40aa59adb3.doc&wdOrigin=BROWSELINK) and [Candidate Privacy Notice](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2F60d35c09-b88c-4d02-8184-6a0c0438a7fa.usrfiles.com%2Fugd%2F60d35c_5185eb9161334891ba8fca98f32e9e59.docx&wdOrigin=BROWSELINK).

# Job description and person specification

Role Data Analyst

Pay £35,068 - £41,374 (B2). RDS employees start at the first point on the scale. For roles where there are recognised recruitment difficulties or under other exceptional circumstances, a level of flexibility may be considered.

Hours 35 per week

Employment type 2 year fixed term contract. We are happy to discuss a secondment from similarly minded organisations providing you have prior agreement from your department director or line manager.

Closing date 18 August 2023

Reports to Senior Data Analyst

Direct reports Not applicable

## Responsibilities

* Contribute to the assessment of the feasibility of datasets, deciding if data is accurate and fit for purpose, identifying appropriate ways to collate, prepare and update the data.
* Preparation of datasets to be brought into Scotland’s National Safe Haven, including data cleaning, data transformation and quality assurance processes.
* Analysis of datasets to assess their ability to be linked to other datasets.
* Use R/R Studio to write code to update datasets held within the National Safe Haven
* Create documentation including metadata and any additional guidance required.
* Help develop new data services, which could include the creation of synthetic data, use of github repositories, and automating reproducible analytical processes.
* Report progress to ensure the effective delivery of the data sourcing plan.

## Person specification

### Knowledge, skills and experience

Essential

* Good knowledge of statistical techniques and understanding of data quality, and ability to apply basic techniques for the analysis of research data and synthesis of findings.
* Experience of using R or other analytical software
* Ability to respond to problems in databases, data processes, data products and services as they occur.
* Good communication skills and ability to present clear findings to technical and non-technical audience.
* Good organisational skills to manage workload and competing demands.
* Strong interpersonal skills to build relationships with people in own team and other organisations with ability to support and host discussions within a multidisciplinary team**.**

Desirable

### Understanding of data governance and how it works in relation to other organisational governance structures.

* Experience of data cleaning and management.
* Experience of using github.

### Qualifications

* Ideally you’ll be educated to degree level or equivalent and have some experience in settings that require a high level of analytical skill.

### Key competencies

* Improving performance
* Communication and Engagement
* Analysis and use of evidence
* Leading others