



**Data Analyst**  
**Job Ref. No: RCPI-02-12**

**Position Specification**

Position Title:	Data Analyst
Position Status:	Specific Purpose Contract (Linked to Project Delivery)
Department:	Business Systems and Planning
Hours:	35 hours per week
Reporting to:	Business Systems and Planning Manager
Location:	Frederick House, 19 South Frederick Street
Job Ref No:	RCPI-02-12
Closing Date:	February 2012

**The Royal College of Physicians of Ireland**

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally. Through its Faculties and Committees, RCPI has responsibility for the postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

RCPI is fully committed to playing a full and proactive part in the transformation of the health service, as evidenced by its involvement in many strategic initiatives with the Medical Council, the Health Service Executive, the Department of Health and Children, and other Irish postgraduate medical training bodies. RCPI also aims to build positive relationships between the medical profession and the public through public education and engagement.

**Function Overview**

This position is based within the Office of the Executive. The Office of the Executive is responsible for promoting an understanding, and ensuring the implementation of, the strategic vision of RCPI by developing communication strategies, building effective relationships, promoting public engagement, increasing the value of RCPI to its Members and Fellows, implementing policies and procedures to support the business and raising awareness of healthcare and policy issues to government and other key stakeholders.

The Office of the Executive comprises of several departments, including the Business Systems and Planning Department. The Department is responsible for ensuring the strategic vision and direction of RCPI is coherently applied throughout all areas of activity through implementing quality-driven methodologies and frameworks for business systems planning, development and delivery.

## **Position Summary**

The successful candidate will have primary responsibility to be the business lead on data conversion tasks for the implementation of a new Central Management System. The individual will have proven experience in analysing, verifying and manipulating data in a similar role.

Reporting to the Manager, Business Systems and Planning this role will work closely with the Business, ICT Database Administrator and third party vendors where appropriate.

## **Responsibilities include**

- Be the lead business data resource on data preparation, verification, clean-up, structure and testing for data conversion to the new Central Management System.
- Manage interaction with key stakeholders to verify that data is fit for purpose and meets business requirements.
- Produce and present regular report updates on data conversion.
- Update relevant data management policies and procedures to reflect the phasing in of the Central Management System. Provide regular reporting on key data breaches across all core business applications.
- Manage and monitor user access and data entry on core RCPI business applications until the switch over to the new Central Management System.
- Support data management requirements for key busy periods including course enrolments, subscription runs and new affiliates.
- Develop and audit relevant policies and data management practices that effectively manage the full data life cycle needs of the business.
- Audit all reports currently available to the business via SQL Reporting services including content, access and location. Work with the business and ICT to restructure report manager and embed a new data report request process.
- Develop and maintain the Data Management web pages on the employee intranet.
- Work with the Manager, Business Systems and Planning Department to design and implement a new data management process and suite of data management reports.

## **Job Requirements**

### **Mandatory**

- Relevant third level qualification with proven capability and 2-3 years experience in a comparable role.
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups;
- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders;
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes;
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and attention to detail;
- Strong intellectual, analytical and thinking skills;
- Strong IT capability, in particular advanced MS Excel, Word & Access skills, and the ability to work efficiently with multiple systems of information.

## **Desirable**

- Experience with reporting tools including SQL reporting services and Oracle Discoverer
- Knowledge of commercial relational database systems (e.g. SQL Server and Oracle)
- Knowledge of SQL commands

## **Particular to this position**

*Conditions specific to this post (if any):*

This role is for the specific purpose of supporting the implementation of a new Central Management System and is expected to last a period of six to nine months. Some flexibility around working hours will be required in response to the varying demands of the role.

## **Equal Opportunities Policy**

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

## **Application Procedure**

Candidates should submit a detailed cover letter together with a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to [jobs@rcpi.ie](mailto:jobs@rcpi.ie)

If you have any query regarding this position, please contact: Ms. Sinead Corcoran, HR Executive, RCPI, Frederick House, 19 South Frederick Street, Dublin 2. Tel: +353 1 8639700