

**Job Title: Strategic Data Officer**

**Job Location: Flexible with regular days in Dundee**

**Responsible to: Information Analyst**

**Principal Working Contacts**

Head of Risk, Intelligence & Professional Standards

Service Manger Strategic Scrutiny Adults

Intelligence and Analysis Manager

Senior Intelligence Analyst

Information Analysts

Office Managers

Admin Officers

Inspectors

Strategic Inspectors

ICT and Information Governance Coordinator

Contact Centre colleagues

Managers and employees of the Care Inspectorate

External agencies/service providers/service users and carers

**Job Purpose**

To support the delivery of a professional intelligence and analytical function for the Care Inspectorate’s Strategic Inspection programmes.

**Key Responsibilities:**

**Intelligence research, support and coordination**

Support the Information Analysts to provide analytical support for the Care Inspectorate’s Strategic Inspection programmes which includes:

* The maintenance and development of data collection tools to ensure they meet the needs of the inspection programme
* Carry out sample selection using statistical sampling methods
* Identify and summarise key inspection findings in the form of written and visual analysis reports for both internal and external audiences.
* Work collaboratively with the Information Analysts and other strategic team members to identify and resolve data quality issues and improve the programme’s data collection process
* Maintain GDPR compliance when working with confidential and sensitive data
* Provide ongoing advice and support to inspection leads and external colleagues when required.
* Undertake such other duties as may be required.
* Promote diversity and equality of opportunity, ensuring that these principles are upheld across all areas of work.

**Relationship Management**

* Develop effective working relationships with the team and with managers and staff across the organisation and externally ensuring effective collaborative and cross-directorate working.
* Contribute to the continuous development of the Care Inspectorate and support change effectively and creatively.
* Adhere to effective working protocols in accordance with the Care Inspectorate’s Communications, Human Resources, Finance, IT and Operations function.
* Demonstrate a commitment to the Care Inspectorate’s aims, vision and values and to the Care Inspectorate’s overall objective of improving care in Scotland.

**Other Duties**

This job may require some travel.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.