



Job Title: Information Analyst

Location: Flexible

Responsible to: Senior Intelligence Analyst

Principal Working Contacts

Head of Intelligence
Intelligence team members
Strategic Inspectors
Inspection Team Managers
Information Governance team
Internal and External Communication teams
Internal ICT/Digital colleagues
Managers and employees of the Care Inspectorate
Analytical and policy colleagues in Scottish Government and other national organisations

Job Purpose

The Information Analyst is a technical specialist who is responsible for the production of a variety of cutting edge analytical products that meet professional standards to support the organisation to be risk-based and intelligence led, and for supporting the development and management of data assets to enable this.

Key Responsibilities

Intelligence and Analysis

- Produces analytical reports and products to agreed timescales and professional standards.
- Is a highly skilled analyst with considerable expertise in at least some of the following: Intelligence analysis, statistical analysis and reporting; data science, performance analysis and reporting.
- Brings their analytical skills to bear within a complex data environment, with the technical skills to manage and developing data assets in collaboration with colleagues across with organisation.

- Uses expert knowledge of relevant data and analytical techniques to develop and deliver intelligence products that will help the organisation focus on mitigating key risks and direct our work where it will have greatest impact.
- Adheres to and promotes the Code of Practice for Official Statistics, producing high quality statistical publications which meet the needs of a wide range of users both within the Care Inspectorate and outside.
- Provides advice on statistical and analytical methods and is highly skilled in a range of associated software.
- Develops new and innovative approaches to turning large quantities of operational data into valuable information assets and managing those assets to deliver valuable intelligence products.
- Delivers high quality intelligence products that provide advice and recommendations to decision-makers

Relationship Management:

- Builds and maintains strong working relationships with a range of customers, managing customer expectations and ensuring products meet customer requirements.
- Represents the team at a variety of fora, both within the Care Inspectorate and outside, including government departments, the care sector and professional groups.
- Ensures effective working protocols in accordance with the Care Inspectorate's Communications, Human Resources, Finance, ICT and Operations function.
- Projects a professional image for the Care Inspectorate when dealing with colleagues and external stakeholders.
- Demonstrates enthusiasm for delivering excellent customer service.
- Demonstrates a commitment to the Care Inspectorate's aims, vision and values and to the Care Inspectorate's overall objective of improving care in Scotland.
- Carries out duties in accordance with our Health and Safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for your safety and that of others who may be affected by what you do or fail to do while at work.

Other duties:

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.