



**Job Title:** Safe Staffing Project Researcher

**Responsible to:** Safe Staffing Project Lead

### **Principal Working Contacts**

Safe Staffing Project Lead  
Chief Nurse  
Intelligence and Analysis Manager  
Safe Staffing Project team members  
Head of Intelligence  
Head of Professional Standards and Practice  
Senior Intelligence Analyst  
Information Analysts  
Scrutiny and Assurance staff  
ICT and Information Governance Coordinator  
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.

### **Key Responsibilities:**

#### **Intelligence research, support and coordination**

- In conjunction with project team and Intelligence Analysts, develop and deliver data and intelligence reports to support the work of the Safe staffing project

As a member of the Safe Staffing Project, link in with the Intelligence team to:

- Deliver a range of regular reports including regular summary reports
- Co-ordinate requests for intelligence team support.
- Respond to internal and external requests for information and analysis.
- Support colleagues to use the datastore, and other intelligence tools, especially colleagues in the Intelligence Network.
- Support the analysts to provide high quality intelligence products to the organisation, and externally
- Support the Information Analysts to provide analytical support to strategic inspections including drafting statistical reports for the information analysts and setting up data collection tools
- Coordinating systems testing, such as Annual Returns testing

- Identify, investigate and resolve data quality issues, and co-ordinate responses to data cleaning programmes.
- 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 ensuring effective collaborative and cross-directorate working.
- Develop effective working relationships with the Intelligence Network.
- 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.
- Ensure effective communication of the Care Inspectorate's work with people experiencing care, carers, relatives and advocates.
- Carry out your 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 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.