

Job Title: Summer Internship: Data Analyst
Reporting to: Assurance Data & Systems Manager
Job Band: Band 7
Direct Reports: 0
Size of Team: 5

This role is an exciting opportunity for an undergraduate to apply their knowledge and skills in a healthcare environment, working for a leading first aid charity as part of our Assurance Data and Systems team and working alongside our Data Analyst. The role would suit an undergraduate studying research or data analysis who is looking for experience in applying their knowledge of data analysis to real life settings in a summer internship role and increase their future employability.

Key Responsibilities

- To review existing data sources and collection methods to check reliability and validity
- Advise on further developing reporting from data bases, particularly those on Microsoft Sharepoint
- Development of reports using both descriptive and inferential statistics
- Sharing any improvement ideas
- Using programmes such as Pivot Tables, Data Validation, VLOOKUP/INDEX MATCH formulae, graphs etc.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work one/two days per week from our National Head Quarters based in London
- Have the ability to work on own initiative
- Be required to undertake occasional travel



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Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) including Maths & English	✓	
Educated to A Level including one of the following subjects: Maths, Economics, Social Science or current Undergraduate		✓
Experience		
Experience of developing reporting mechanisms	✓	
Advanced user of all Microsoft packages such as Excel and an experienced user of flows, forms and lists	✓	
Experience of applying data analysis to a healthcare setting		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Understanding of basic descriptive and inferential statistics	✓	
Understanding of presenting data to a variety of stakeholders	✓	
Able to work collaboratively within a team	✓	
Ability to deliver on target in a fast paced changing environment		✓
An awareness of GDPR and recent changes and the impact on data management and retention		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SM

Date of preparation: 6/6/18



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