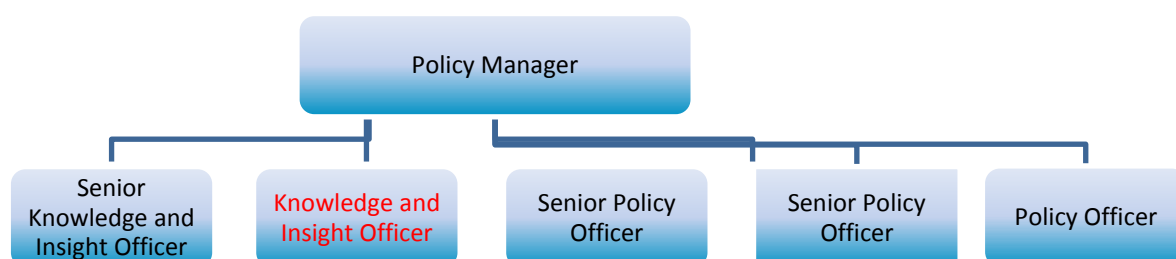


Job Title: Knowledge and Insight Officer

DIRECTORATE:	Policy, Campaigns and Improvement
SECTION:	Policy, Knowledge and Insight
REPORTING TO:	Policy Manager
CONTRACT:	12 Month Fixed Term Contract



WORKING RELATIONSHIPS:

Inside Diabetes UK

The role requires internal working relationships across the whole organisation, and more specifically with the Policy and Care teams, improvement, campaign and mobilisation teams, fundraising and engagement teams, Research, Nations, Regions, Chief Executive and Senior Management Team, Advisory Councils and Board of Trustees, Members and supporters.

Outside Diabetes UK

External professional partners with whom Diabetes UK shares information and data (NHS Digital, PHE and NHS England, NCVIN) Professional associations, NHS and social care staff (managers and health professionals), government representatives, other charities and the voluntary sector, media, companies and the general public

OVERALL PURPOSE OF THE JOB

There is a rich set of data that can be used to understand, challenge and improve diabetes care. The knowledge and insight officer (KIO) ensures that the Policy, Knowledge and Insight team provides high level, high quality and consistent information and data on all aspects of diabetes within Diabetes UK and externally.

The KIO will perform data collection, management, aggregation, statistical analysis and interpretation. They will lead on design and maintenance of information systems and provide analytical expertise in order to contribute to projects assessing diabetes care provision across the UK. This will involve collation and interpretation of various external and internal information sources and support of key data collection and analysis within Diabetes UK, and communication of data to others internally and externally

The post holder will work closely with other members of the Policy team and Care team to provide accurate and timely information about healthcare delivery, to support organisational policy priorities. With the Care team they will also ensure that all information used by Diabetes UK is current, accurate, evidence based and as comprehensive as possible. They will provide a timely data enquiry service, responding to queries about diabetes related data and statistics.

MAIN DUTIES AND RESPONSIBILITIES:

Data collation and collection

- Perform the overall data collection, management, aggregation, statistical analysis and interpretation of national and regional data related to diabetes care in the UK.
- Lead data analysis, interpretation and presentation of data and information sources to inform policy evaluation and monitoring activities. This includes preparation of routine and ad hoc diabetes information reports based on available information and will require work with external bodies as appropriate.
- Search for and advise on statistics, and compile and update regularly a range of statistics relating to diabetes, and advise other teams on the latest evidence
- Develop and maintain diabetes related information sources for easy access on the shared drives and website with particular attention paid to mapping data where possible and presenting data in different formats.
- Check Diabetes UK publications and communications for accuracy, in particular content related to statistics and cited references, in order that Diabetes UK maintains accurate and high quality materials and external communications.

Interpretation

- Contribute to the health intelligence capacity of Diabetes UK so that the organisation has access to relevant information and is able to use it effectively in determining policy priorities. Programmes will change over time to reflect changing priorities of the organisation and needs of people with diabetes.

Outputs

- Provide a data enquiry service responding in a timely way to enquiries about data and stats relating to diabetes.
- Manage Diabetes UK's patient and public facing information and data products, on the Diabetes UK website ensuring they are up to date and accessible, particularly the Facts and Stats document working with colleagues in content and brand teams.
- Work with colleagues to review key information about local service delivery and good practice to inform local and national assessment profiles.
- Produce national and local profiles of diabetes care and service provision as a tool to monitor progress towards national frameworks and quality standards.
- Provide expert advice on survey set up and design and manage the Smart Survey platform.

- Undertake survey design and the processing of survey data through management of small and large datasets and ensure that profile databases are maintained.

Other duties

- Liaise, collaborate and influence internal and external stakeholders as required to answer specific research questions and share analyses concerned with monitoring diabetes care delivery.
- Contribute to team planning and the delivery of organisational objectives

PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate degree level knowledge and skills.
- Demonstrate high level numerical ability with analytical and statistical skills.
- Use Microsoft excel to an advanced level, and be familiar with data management databases.
- Demonstrate knowledge of key sources of information and familiarity with demographical, epidemiological and public health sources.

The best person for this job will have experience in:

- The management and analysis of statistics relating to small and large data sets.
- Transforming data into different formats
- Collecting and analysing data from various sources.

The best person for this job will be:

- Able to communicate effectively at all levels both verbally and in written formats.
- Able to organise and prioritise workloads effectively.
- Able to work to tight deadlines and under own initiative.