THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Associate Director of Insights and Data Analytics

Department: Data and Analytics

Reports to: Business Director

Key relationships:
Data & Analytics team
Marketing
Nursing
ERD
EDI
Finance
HR
IT
Policy
External data consultants

Hours: 35 hours per week
Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post

Grade: C

London Weighting: As applicable

Location: HQ London or Cardiff Gate

JOB PURPOSE

The purpose of this role is to provide strategic leadership and direction to the RCN executive team, senior leadership team and wider organisation on the use of insights and data analytics, as the RCN grows the use of data in key decision making to achieve strategic priorities. The role has overall responsibility for leading the insights and data analytics transformation process, developing and delivering the RCN data and analytics strategy and growing and enhancing the data and analytics function and culture, which will enable the RCN to collect, analyse and interpret data and make key business decisions that generate positive outcomes. Whilst an existing data & analytics department is in place, the team has experienced significant short term expansion and are working to a temporary structure, so the postholder will need to commence by building foundations within the department, establishing a clear structure with clear ways of working and creating a team culture and road map for development. The Associate Director of Insights and Data Analytics will then work with the data and

analytics department and other RCN directorates and departments to grow the data and analytics function and culture and inform and lead overall service improvement, including governance, quality control, technology and KPI's.

KEY RESPONSIBILITIES

1. **Management responsibilities**

1.1 Provide leadership to the executive team and other RCN decision making groups on the growth and transformation of insights and data analytics throughout the RCN, creating a culture where the use of data and insights is clearly embedded and understood in different functions.

1.2 Provide leadership and operational oversight for all RCN data and analytics functions.

1.3 Lead, create, deliver and report on the RCN data and analytics strategy, incorporating business need and consulting with key departments and directorates.

1.4 Through a combination of direct line management and matrix working, refine and lead a team of data professionals across the RCN

1.5 Lead, support and manage the Data and Analytics Department, providing clear direction, communicating agreed organisational objectives and priorities, facilitating individual and team development and managing ongoing organisational development

1.6 Lead all necessary structural changes to the Data and Analytics Department, clarifying all key roles and responsibilities for staff and outlining the mix between direct accountability and matrix working.

1.7 Drive the use of data and analytics improvement methodologies in a systematic and outcome-based approach with key performance indicators developed, implemented and monitored across the RCN

1.8 Provide expertise and support to all RCN directorates and departments as they grow their data and use of data in business decision making

1.9 Overall responsibility for data governance, data quality and data systems, working closely with the IT department to ensure joined up working.

1.10   Work in a matrix way with the IT Department, to ensure data dependent systems are in place and fit for purpose.

1.11   Lead and oversee a clear prioritisation approach to the production of data analytics, ensuring resources are allocated to the areas with the highest business need.

2.   Financial responsibilities

1.11   Overall responsibility for the Data and Analytics budget and associated activities, including risk management and contract management.

1.12   Manage the decommissioning and removal of legacy data platforms and ensure planned significant cost savings are realised.

1.13   Work collaboratively with RCN directorates and departments to support future financial stability for the RCN through data and analytics activity.

1.14   Be responsible for management of budget, communicating and working within the RCN's financial, budgetary and business planning procedures.

1.15   Assume responsibility for the management and control of effective systems and procedures to ensure that the RCN operates efficiently and meets its financial, corporate, governance and statutory requirements.

1.16   Adhere to the Standing Financial Instructions of the organisation.

1.17   Manage services within the allocated budgets and ensure the team works within their agreed budgets.

3.   Specific role responsibilities

1.18   Work with the IT Department to create suitable data architecture, ensuring that appropriate guidelines are given to those responsible for designing data structures and repositories as well as data exchange protocols.

1.19   Create, procure and maintain a modern fit for purpose data analytics tools on behalf of RCN.

1.20   Provide and present modern data analytics and business intelligence in accessible, user intuitive formats that drive understanding, insight and customer-led decision making across the RCN.

1.21   Define the Data & Analytics Transformation Programme and prioritise the Roadmap from idea to value with the Executive Team and key cross-functional stakeholders.

1.22   Partner with all directorates within the RCN, helping key stakeholders to discover, define and deliver value using data

4. Additional responsibilities

5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.

5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.

5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.

5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.

5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Andy Cowan [Business Director]
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