

Job Description

Position: Information Specialist

Location: Marlow, Buckinghamshire

Overview:

To assist with the development and successful delivery of real world data collection projects for both NHS and pharmaceutical industry clients. More specifically, to input into study protocol design and carry out data management, data analysis and reporting activities for audit, service evaluation and observational research projects.

Primary responsibilities:

1. Support the development of project protocols in line with project objectives
2. Develop analysis plans in line with project objectives
3. Develop the appropriate data collection materials and data collation tools to support subsequent data analysis and reporting
4. Undertake data analysis and reporting in line with the agreed data analysis plans
5. Assist with wider dissemination of data through supporting the drafting of publications and other materials
6. Work closely with the pH project team to understand project objectives and timelines to assist in the delivery of projects from start to finish
7. Assist with client liaison as a representative of pH, to ensure successful project delivery

Additional responsibilities:

1. Contribute to the continuing achievements and targets of pH through the successful delivery of projects to agreed standards and timelines
2. Maintain thorough working records of all project activities
3. Attend regular internal team meetings to facilitate a collaborative approach to all projects
4. Maintain quality and accuracy in all project activities, following pH Standard Operating Procedures

Personal specification:**Experience and Qualifications:****Skills:**

- Experience of working in healthcare, either in the NHS, a CRO, Pharma industry or academia
- Experience of data management
- Experience of healthcare data analysis and reporting
- Experience of presenting data in a variety of formats, appropriate to different audiences e.g. reports, presentations
- Good IT skills – Word, Excel, Powerpoint and Access
- Good knowledge and understanding of clinical terminology
- Understanding and experience of healthcare data collection methodologies– audit, service evaluation and research
- Basic knowledge of pharmaceutical products
- Knowledge of health-related information systems and national healthcare data-sets such as HES, GPRD etc
- Experience of performing literature searches
- Basic statistical knowledge
- Graduate or equivalent data management qualification
- Car owner with full driving licence

Qualities:

- Flexible attitude, self motivated and able to work to deadlines
- Able to quickly grasp new concepts
- Systematic, logical, thorough and precise
- Strong communication skills (verbal and written)
- Good team worker
- Time management and project management skills