Insight Analyst and Reporting Officer

Location: Canary Wharf, London

Reports to: Senior Data Analyst and Insight Manager

Grade: D

Job purpose

Working in the Data and Insight team, you will play a key role in supporting the delivery of our insight programmes and operational decision-making. The Officer will use their analytical and statistical expertise to extract meaning from the data we hold and write up engaging reports to help us, and our stakeholders, understand insights and trends in our work and in the sector we regulate.

This role is key to achieving our goal to use our data effectively, to inform policy development and operational practice, and enable us to practice an anticipatory and proportionate approach to regulation.

Main accountabilities

- Undertake quantitative, qualitative, and statistical analyses of internal and external datasets such as pharmacy inspection records, educational records and register data.

- Write up and present insight reports explaining what our analysis means. We aim for reports to be:

  - written clearly and accurately, typically prepared in Word, PowerPoint, or other formats.

  - explain findings to technical and non-technical audiences.

  - utilising suitable charts and graphs to illustrate trends alongside written narrative.

- Support our programme of work to regularly publish robust and transparent data on the work we do, working with colleagues in the communications team to ensure clarity and accessibility for a range of audiences.

- Work with colleagues to enable well-informed, evidence-based decision-making through research and evaluation projects from selection of appropriate methodology, sampling approach, to the collection and analysis of data.

- Support the development and delivery of analysis skills training and produce guidance and tools on best practice.

- Support commissioned and third-party research and evaluation projects by liaising with suppliers and academic researchers, monitoring timelines and arranging meetings. Foster involvement in cross-regulation research activities.

- Undertake any other reasonable duties as required.

Knowledge and skills for this job	Essential	Desirable
Proven quantitative and qualitative analysis skills – synthesising and interrogating datasets to explore and reveal trends and answer research questions.	☒	☐
Statistical skills including the application of common statistical tests (e.g. T-Tests, ANOVA, chi-squared) and experience of using statistical packages for analysis (e.g. JASP, SPSS, Stata, R or similar).	☒	☐
Experience in drafting high quality reports and outputs including communicating complex analysis in a range of formats to technical and non-technical audiences.	☒	☐
Strong interpersonal skills with the ability to work across teams to collaborate effectively with colleagues at all levels and develop strong relationships with a range of stakeholders.	☒	☐
Strong data visualisation skills and experience producing graphs, charts and infographics to reinforce narratives.	☒	☐
Strong IT skills, including expertise in Microsoft Excel, Word, and PowerPoint.	☒	☐
Strong project management skills. Proven ability to deliver successful outcomes against tight timelines with finite resources and flexibility to balance competing pressures and priorities.	☒	☐
Excellent verbal and written communication skills. Confidence and credibility to explain complex issues in a clear manner to a range of audiences.	☒	☐
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	☒	☐
Apply and manage the diversity and equality policy and practice pertinent to the role.	☒	☐
Understanding of the principles of good regulation and the role that research and evaluation can have in underpinning policy development.	☐	☒

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.