 Data Analyst (Grade VII)

Medicines Management Programme

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Data Analyst, Grade VII**  (Grade Code: 0582) |
| **Campaign Reference** | NRS14946 |
| **Closing Date** | 12:00 PM Tuesday 26th August 2025 |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Medicines Management Programme, Primary Care Reimbursement Service (PCRS), St James’s Hospital, Dublin 8.**  There is currently one permanent whole time post available in the above location  A panel may be created for **Data Analyst (Grade VII), Medicines Management Programme, Primary Care Reimbursement Service**, from which permanent and specified purpose vacancies of full time or part time duration may be filled. |
| **Informal Enquiries** | Professor Michael Barry, Clinical Lead HSE Medicines Management Programme  Email: [barrym@tcd.ie](mailto:barrym@tcd.ie) |
| **Details of Service** | The HSE’s multi-disciplinary Medicines Management Programme (MMP) was established in 2013 with the aim to promote safe, effective and cost-effective use of medicines. The MMP works with the [HSE-Primary Care Reimbursement Service](http://www.hse.ie/eng/staff/pcrs/) (HSE-PCRS) and in collaboration with the [National Centre for Pharmacoeconomics](http://www.ncpe.ie/) (NCPE) and the [National Medicines Information Centre](http://www.stjames.ie/nmic/index.html) (NMIC) to provide sustained national leadership relating to issues such as the quality of the medicines management process, access to medicines and overall expenditure on medicines.  The Medicines Management Programme, through research, analysis, prescribing and cost guidance, has undertaken a number of initiatives aimed at enhancing evidence-based and cost-effective prescribing nationally e.g. the Preferred Drugs Initiative and Prescribing and Cost guidance.  In recent years the scope of MMP has expanded and it has quickly become a pivotal part of the medicines reimbursement process in Ireland. Health Technology Management (HTM) is a key component; it refers to measures put in place to enhance the safe, effective and cost-effective use of medicines, thereby controlling utilisation and expenditure.  The MMP currently manages over 34HTM projects in the Irish Healthcare setting including:   * Reimbursement Application Systems (RAS) * Managed Access Processes (MAPs) and * Best-Value Biologic (BVB) projects. * Reimbursement application systems (RAS) are online systems to support evidence-based reimbursement of high cost/high budget impact areas e.g. Lidocaine (Versatis®) medicated plaster, sacubitril/valsartan (Entresto®), oral nutritional supplements (ONS) * Managed Access Processes to support patient access to high cost/ high budget impact treatments in the Irish healthcare setting. This process supports the HSE to ensure value for money and oversight of allocation of scarce healthcare resources, a core principle of Slaintecare. Examples include the managed access protocols in place to support reimbursement of PCSK9 inhibitors, CGRP MABs, dupilumab, patisiran, eculizumab, lanadelumab, and teduglutide.      * Best-Value biological (BVB)/Best-Value Medicines (BVM) initiative aims to promote the use of biosimilars and best-value medicines, when available, and to work with the HSE and clinicians to assist in increasing the uptake of these medicines in Ireland. The MMP has identified BVB/BVMs for the following medicines: * Adalimumab * Etanercept * Glatiramer * Granulocyte-colony stimulating factors (i.e. filgrastim, lipegfilgrastim, pegfilgrastim) * Teriparatide. |
| **Reporting Relationship** | The post holder will report directly to the Medicines Management Programme Clinical Lead or their designate. |
| **Key Working Relationships** | The post holder will work collaboratively with the Clinical Lead and other MMP team members on a daily basis. Other key relationships include staff in the PCRS, the High Tech coordination unit, Corporate Pharmaceutical Unit (CPU), National Medicines Information Centre (NMIC) and the National Centre for Pharmacoeconomics (NCPE). |
| **Purpose of the Post** | The main purpose of this post is the analysis of data to support and guide the HSE-Medicines Management Programme work programme |
| **Principal Duties and Responsibilities** | **The position of Grade VII, Data Analyst occupies a pivotal role within the structure of the Medicines Management Programme. It encompasses both managerial and administrative responsibilities including human resources, change management, and customer service**.  **Data analysis and reporting**   * Assist with information retrieval to inform Medicines Management Programme reviews, including synthesising clinical evidence and critical appraisal of published research. * Use various business intelligence toolsets and programming packages to analyse and visualise pharmacy claims data. * Generate reports on data analysis for the Medicines Management Programme from pharmacy claims data and other sources to support the work of the Programme * Critically analyse furnished data, having regard to data quality * Support the Medicines Management Programme and the Primary Care Reimbursement Service by the timely production of standardised and ad hoc reports and analysis on an on-going basis * Support the Medicines Management Programme Clinical Lead and clinical team in the management of databases, including tracking of Preferred Drug prescribing rates, and mapping of regional differences in prescribing practices. * Produce, analyse and publish reports and information for a range of audiences * Make decisions and solve problems relevant to the role, seek confirmation from line manager as required * Track utilisation of high cost medicines and support the development of reports for the HSE in relation to potential areas for medicine reviews * Develop, as appropriate, and support the development of business cases in terms of medicines management in line with Part 4 (20) of the Health (Pricing and Supply of Medical Goods) Act 2013. * Contribute to the development of policies and procedures for managing information and related systems.   **Administration**   * Ensure that policies and procedures are implemented consistently across the service. * Ensure the efficient administration of area of responsibility * Appropriately delegate responsibility and authority * Execute assignments in accordance with agreed plans, budgets and deadlines * Ensure deadlines are met and that service levels are maintained * Prepare regular reports on the progress of work against the operational plan * Provide accurate information to management in a timely manner, ensuring that administrative and financial records are readily available. * Advise, promote and participate in the implementation of best practice * Participate in and lead project working groups * Represent the HSE-Medicines Management Programme on committees and groups as required * Contribute to service plans for own area and implement service plan objectives within own area * Prepare clear, concise, accurate reports backed up by sufficient reliable documentary evidence * Prepare clear, logical, sufficiently documented files for each assignment * Ensure all general and financial records are readily available * Make appropriate use of technology to advance the quality and efficiency of service provision * Undertake special assignments in relation to data analysis and visualisation of trends as directed * Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on own area * Maintain relationships with key stakeholders to gather support for new initiatives * Promote co-operation and working in harmony with other teams and disciplines * Deliver presentations to groups as required * Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them, making sure team knows how to action them * Gather information from a variety of sources to ensure decisions are in line with local and national agreements * Ensure regular two way communication happens between line management and senior management * Provide administrative support for meetings and attend as required * Maximise the use of technology to advance the quality and efficiency of service provision.   **Human Resources / Supervision of Staff**   * Supervise and enable other team members to carry out their responsibilities * Manage the performance of staff, dealing with underperformance in a timely and constructive manner * Review the conduct and completion of assignments of other staff in accordance with the operational plan and expected quality standards * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships * Identify and agree training and development needs of team and design plan to meet needs * Conduct regular staff meetings to keep staff informed and to hear views   Pursue continuous professional development in order to develop management expertise and professional knowledge.  **Change Management**   * Promote and participate in the implementation of change * Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures * Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * Encourage and support staff through change process   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect * Seek feedback from service users to evaluate service   **Standards, regulations, policies, procedures & legislation**   * Contribute to the development of policies and procedures for own area * Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures * Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility * Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team * Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts etc. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards, Information management standards for national health and social care data collections etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service   **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**  **\* A list of ‘other statutory health agencies’ can be found:**  [https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/](https://scanner.topsec.com/?d=3822&r=auto&u=https%3A%2F%2Fwww.gov.ie%2Fen%2Forganisation-information%2F9c9c03-bodies-under-the-aegis-of-the-department-of-health%2F%3Freferrer%3Dhttp%3A%2F%2Fwww.health.gov.ie%2Fabout-us%2Fagencies-health-bodies%2F&t=de56b4c67dd530e62a1f9b1a1efa045878a59ddf).  Eligible applicants will be those who on the closing date for the competition:   1. Have satisfactory experience in an office under the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 at a level not lower than that of Grade IV (or equivalent)   **And**  Have not less than two years satisfactory experience either in that office or in an office at a level not lower than that of Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.  **And**   1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience in a role that has involved working with business intelligence toolsets and programming packages to analyse and visualise data, as relevant to this role. * Experience extracting, processing and analysing large volumes of data to include experience in collating information from a number of sources and producing reports for senior management/stakeholders. * Experience in managing a team * Experience in managing and working collaboratively with multiple internal and external stakeholders, as relevant to this role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.  To qualify candidates must be eligible by the closing date of the campaign. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  ***Demonstrate:***   * A working knowledge of the Irish health service * Experience in information retrieval and the critical appraisal of data. * Ability to understand data challenges, review data to identify any inconsistencies and validate potential errors / anomalies and implement solutions to ensure data reported is complete. * Knowledge and experience of interrogating data and presenting information in a variety of formats e.g. presentations and reports. * A working knowledge of standard statistical methods and use of software packages * Excellent MS Office skills to include Word, Power Point and Excel. * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus notes. * A proven track record in transforming data into a report and presenting the report in a clear and concise manner as required. * Experience of maximising the quality, efficiency and effectiveness of service delivery while motivating and empowering staff.   **Communications & Interpersonal Skills**  ***Demonstrate:***   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently. * Excellent written communication skills including strong report writing and presentation skills. * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.   **Planning & Organising and Delivery of Results**  ***Demonstrate:***   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines. * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation. * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes. * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate.   **Evaluating Information, Problem Solving & Decision Making**  ***Demonstrate:***   * Excellent analytical, problem solving and decision making skills. * The ability to quickly grasp and understand complex issues and the impact on service delivery. * The ability to confidently explain the rationale behind decision when faced with opposition. * Ability to make sound decisions with a well-reasoned rationale and to stand by these. * Initiative in the resolution of complex issues. * Effective problem solving skills including the ability to anticipate problems and recognise when to escalate.   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  ***Demonstrate:***   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment * Leadership; creating team spirit; leading by example, coaching and supporting individuals to facilitate high performance and staff development. * A commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others.   **Commitment to a Quality Service**  ***Demonstrate:***   * Evidence of incorporating the needs of the service user into service delivery * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers * Commitment to developing own knowledge and expertise * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

 **Data Analyst, Grade VII**

**Medicines Management Programme**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The salary scale for the post is: (as at 01/03/2025)  €59,419, €60,870, €62,566, €64,268, €65,976, €67,501, €69,054, €70,566,  €72,067, **€74,650, €77,243 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)