

	<b>CLINIGEN GROUP LTD</b>	
	<b>Job Title:</b>	<b>DATA ANALYST - MA</b>

**Job Profile:**

This role will be responsible for:

Working as part of the Managed Access Operations team, the individual will work to develop and embed first-class insight-lead decision making and maximise revenue potential across the service offering through the development of formal reporting, strategic analytics and a programme of data citizenship. This will involve close collaboration with stakeholders across the division and the wider organisation on a range of projects from tactical to strategic, leveraging and developing a broad spectrum of skills – from the technical, through quantitative to communication and change management.

**Business Unit/ Division:**

Managed Access

**Reporting to:**

Program Director

**Direct reports:**

As per organisational chart

You will play a key role in the evolution of the business, placing data at the centre of the capability. As part of the team, the Data Analyst will champion and train colleagues in how to get the most from data, how to convert it to insight and how to drive better automation and efficiencies through its delivery into the hands of key decision makers.

**Key Responsibilities:**

- To follow, promote and enforce relevant SOPs, Job Aids, and Company policies and procedures
- Leads analytics activities and projects, from outlining scope and planning to executions and delivery, with support from Manager and Data & Analytics Team where necessary.
- Acts as the expert on internal data resources for the Managed Access department.
- Serves as the key resource for interpreting data and information; communicates results to team members.
- Ensures reporting needs across process areas are prioritized to support deployment strategies and business needs, with a key focus of maximizing invoicing and revenue opportunities.
- Operates as the primary contact between the department, the Data & Analytics Team and IT to facilitate the delivery of required business intelligence solutions.
- Works closely with key stakeholders to coordinate project activities and ensures deliverables are accurate and meet requirements.

- Utilizes business intelligence tools across all departments and functional areas providing detailed reporting and analysis.
- Assesses analytics and reporting needs; provides recommendations for enhanced solutions and specifications for intelligence and analytics tools.
- Manages the delivery of reporting and analytics solutions to the department.
- Supports team with fit for purpose, scalable data analysis solutions utilizing appropriate tools.
- Leads on development of protocols to extract data in a standardized process from a variety of data sources.
- Development and definition of data management standards and processes to effectively manage data through the reporting life cycle.
- Drives development of prototypes and models for database, data integrations and data transformation needs.
- Maintains and develops strong working relationships with business owners as a process advocate.
- Able to interpret business requirement and identify data and program options which are required to support it.
- Able to proactively recommend additional capabilities/options from a data perspective that could add value to a business requirement.
- Creation of dashboards, KPI reporting and presentation materials for SVP Managed Access.
- Contributes to projects as required to support enhancement of data quality.
- Keeps abreast of healthcare trends and competitor activity.

**General Responsibilities:**

- Champion the Clinigen Way principles which underpin everything we do, living those values in daily Clinigen life.
- Know Clinigen's strategy and ensure what you do on a day-to-day basis is in line with those strategic objectives.
- Ensure the work you do is of high quality and that Clinigen standards, procedures and policies are followed at all times.
- Engage in personal professional development and attend mandatory training.
- Present the Company in a positive way at all times with internal and external clients, customers and staff.
- Comply with the Company's HR policies and the Health and Safety policy at all times.
- Work flexibly and efficiently in order to meet internal and external customer needs, whilst maintaining the highest possible professional standards.
- Bring new ideas and approaches with an open mind.
- Maintain confidentiality and security at all times.

**Additional Duties/ Responsibilities:**

The list of duties/ responsibilities is not intended to be exhaustive but gives a general indication of the tasks involved. It is the nature of the company that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are, therefore, expected to work in a flexible way when the occasion arises and acknowledge that tasks not specifically covered in their job description are not excluded.

**Role Requirements:**

- Experience of operating in a similar role is essential.
- Requires a minimum of two years direct progressively responsible experience with expert analytics and reporting experience, ideally in a relevant sector.
- Experience leading small to medium projects an advantage.
- Ability to effectively engage in problem-solving teams.
- Ability to provide expert steer and knowledge into wider team settings, leading where required.
- Maturity and poise required to manage multiple projects simultaneously.
- Planning, analytical, and conceptual skills to evaluate business problems and identify and apply appropriate solutions.
- Strong business acumen.
- Expert skillset in relational databases (e.g., Microsoft SQL Server or Access) and data management an advantage.
- Experience with Alteryx Designer or similar essential.
- Experience with Power BI or similar visualization software essential.
- Strong skillset and experience with business intelligence tools, capabilities, and best practices essential.
- Strong knowledge of Microsoft Word, PowerPoint, Outlook, and Excel (expert) required.
- Confident dealing with managers and employees at all levels.
- Experience working in pharmaceutical / healthcare / life sciences industry advantageous.
- Highly computer literate; experience operating with all Microsoft Office software.

**Application:**

If this role is of interest to you, please email your CV to [liezel@clinigen.co.za](mailto:liezel@clinigen.co.za). Closing date for applications will be 16 February 2024.