

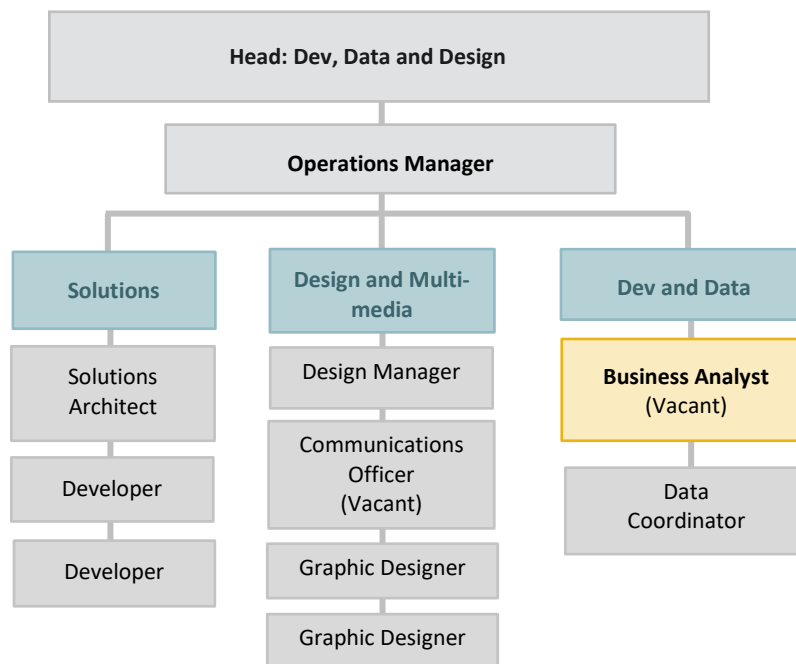
## Job Description

### POSITION DETAILS

|                             |                                  |
|-----------------------------|----------------------------------|
| <b>Name and Surname:</b>    | TBC                              |
| <b>Position/Title:</b>      | Business Analyst                 |
| <b>Team:</b>                | Dev, Data and Design             |
| <b>Date of compilation:</b> | 23 January 2026; 29 January 2026 |

### ORGANOGRAM

*(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues)*



### PURPOSE

The Business Analyst is responsible for converting data into action, developing high-quality datasets, interactive dashboards, and clear written reports that help drive decisions and improve outcomes across the organisation. The role focuses on translating complex data into clear, reliable, and actionable insights for diverse stakeholders.

## Job Content

| Key performance areas<br>(4 – 6) |  | % of<br>time<br>spent | Activities / Objectives / Tasks  | Results / Outcomes   |
|----------------------------------|--|-----------------------|--|--|
| 1                                | Data Analysis, Quality & Management      | 50                    | <ul style="list-style-type: none"> <li>Analyse healthcare and operational data to identify trends, risks, and performance insights.</li> <li>Clean, validate, and structure data from multiple sources to ensure accuracy, integrity, and usability.</li> <li>Build and optimise data structures and semantic models for reporting and analytics.</li> <li>Troubleshoot data quality and reporting issues and continuously improve reporting solutions.</li> </ul> | Accurate, reliable, and well-structured datasets that enable meaningful analysis and support evidence-based operational and clinical decisions.    |
| 2                                | Reporting, Visualisation & Automation    | 30                    | <ul style="list-style-type: none"> <li>Develop written analytical, operational, and management reports to support business and clinical decision-making.</li> <li>Design, develop, and maintain Power BI reports, dashboards, and data models</li> <li>Translate complex data into clear visual dashboards and well-structured written report.</li> <li>Support automation of data refreshes and reporting processes.</li> </ul>                                   | Timely, accessible, and user-friendly reports and dashboards that provide actionable insights and improve efficiency through automation.           |
| 3                                | Stakeholder Engagement                   | 10                    | <ul style="list-style-type: none"> <li>Engage with stakeholders to gather, analyse, and document business and reporting requirements.</li> <li>Document business requirements, data definitions, report logic, and reporting standards.</li> <li>Ensure reporting aligns with healthcare data governance, privacy, and compliance requirements.</li> </ul>   | Clear, well-documented reporting and data requirements that meet stakeholder needs and comply with healthcare governance and regulatory standards. |
| 4                                | Communication & Presentation of Insights | 10                    | <ul style="list-style-type: none"> <li>Present analytical findings and insights at meetings to relevant stakeholders.</li> <li>Keep the Director and other leadership informed of key trends, risks, and performance insights.</li> <li>Provide recommendations and support decision-making based on data analysis.</li> <li>Facilitate understanding of complex data through clear explanations and visualisations.</li> </ul>                                    | Stakeholders and leadership are kept informed, enabling informed decision-making through clear presentations and timely updates.                   |

## KTU CORE COMPETENCIES

|   |  |
|---|--|
| <b>1. Quality Orientation</b>                       | Think critically about data. Put evidence into action for a positive impact on patients, healthcare & society. Encourage others to suggest improvements to work processes. Persistently focus on quality, as well as on results. Robust monitoring & evaluation, including pragmatic research. |
| <b>2. Resilient, Proactive and Adaptable</b>        | Organised and proactive with strong attention to detail. Able to effectively identify and resolve problems. Composed under pressure. Adaptable to change. Optimistic and holistic approach.  |
| <b>3. Innovative</b>                                | Use your knowledge, skills, and perspectives to promote innovation that adds value into health systems, providers, staff, patients.  |
| <b>4. Influence and Interpersonal Relationships</b> | Ability to influence and interpret the needs of stakeholders, with a strong customer service orientation, shares information, is helpful and co-operative, works effectively with people.  |

## MINIMUM REQUIREMENTS

|   |  |
|---|--|
| <b>Minimum requirements</b>               | <ul style="list-style-type: none"> <li>A degree, diploma, or equivalent qualification combined with significant relevant professional experience in Business Analytics, Information Systems, Health Informatics, Data Science, or a related field</li> <li>Power BI certification (e.g. Microsoft PL-300 or equivalent)</li> <li>Formal training or certification in SQL, data modelling, or data visualisation</li> </ul>   |
| <b>Minimum experience</b>                 | <ul style="list-style-type: none"> <li>Proven experience in a Business Analyst, Data Analyst, or similar analytics-focused role</li> <li>Demonstrated experience analysing complex datasets and producing actionable insights</li> <li>Delivering reporting solutions in multi-stakeholder environments</li> <li>Producing management, operational, written or performance reports</li> <li>Working with structured data from relational databases</li> <li>Experience in healthcare or regulated environments (highly desirable)</li> </ul>   |
| <b>Competencies /skills</b>               | <p><b>Data &amp; Analytics Tools:</b></p> <ul style="list-style-type: none"> <li>Power BI (Power Query, DAX, data modelling, dashboard development)</li> <li>Advanced Excel (formulas, PivotTables, Power Pivot, Power Query)</li> <li>SQL for data extraction, validation, and analysis</li> <li>R or Python for data cleaning, transformation, and analysis (e.g. tidyverse/data.table or pandas)</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>Data analysis, cleaning, transformation, and structuring</li> <li>Strong report writing and insight generation skills</li> <li>Ability to translate business needs into clear analytical outputs and documentation</li> <li>High attention to detail with a strong focus on data quality</li> <li>Strong analytical and problem-solving skills</li> <li>Excellent communication skills across technical and non-technical stakeholders</li> </ul> |
| <b>Professional registration/ License</b> |  |