Job description

Job title: Survey Analyst
Level: Manchester IT and Data Level 5
Directorate: Education and Standards
Section: Data, Systems and Quality
Location: Manchester
Reporting to: Data Reporting Officer

Job purpose

To help deliver the GMC’s programme of annual national training surveys (NTS), progression reports and maintaining of the UK medical education database (UKMED), ensuring all data is collected, validated and delivered on time, meeting all our established standards of quality. The role will focus on the data collection and cleansing processes for the NTS, Annual Review of Competence Progression and exam outcomes, ensuring that data is cleansed and validated, as well as the insertion and manipulation of incoming UKMED data. The successful applicant will be expected to assist in conducting analysis and producing reports on survey results as and when required.

Main responsibilities

1. Work closely with the Survey Reporting Co-ordinator, Surveys team and the IT department to deliver all aspects of the annual data collection processes.

2. Support the collection of data from external and internal sources; ensure that data is fully validated (conforms to our rules) and cleansed (is consistent).

3. Contribute to improving data collection processes.

4. Contribute to research projects, help to draft research documents.

5. Contribute to the production of survey reports, ensuring accurate production of statistics, charts and analysis.

6. Work in a project team, liaising with internal and external suppliers, to help design survey systems, reporting tools and dashboards.
Contribute to user acceptance testing of survey reporting systems.

Help customers understand reports and reporting systems.

Contribute to the addition of new data into the UKMED.

Contribute to the production of approved research extracts using UKMED data.

Build relationships with key internal and external stakeholders, and provide support for customers, acting as a point of contact for data collection queries and survey reporting.

Any other reasonable duties as may be assigned from time to time.

June 2019
Key skills

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Key skill 1 - technical knowledge and skills

a Strong IT skills, in particular an excellent working knowledge of MS Excel.

b Excellent analytical skills, including the ability to produce coherent and accurate reports, charts and graphs.

c Working as part of a project driven team, regularly reporting on progress and escalating concerns as appropriate.

d Experience of working on surveys as well as SQL skills are desirable, but not essential.

Key skill 2 - communications skills

e Strong writing skills, including the ability to prepare clear and concise guidance, project and planning documents.

f Strong oral communication skills and the confidence and ability to explain complex information in one-to-one and group situations in a clear and concise manner, adapting style and level of detail as appropriate.

g The ability to speak and write credibly about survey analysis and reporting in a manner that will enhance our reputation in the field.
Key skill 3 - interpersonal skills

h Excellent interpersonal skills and the ability to develop effective, supportive and collaborative relationships with colleagues at all levels.

i To demonstrate excellent customer service in all interactions with internal and external stakeholders.

Key skill 4 - organisation skills

j An ability to manage a number of different tasks whilst maintaining a high degree of accuracy and attention to detail.

k A flexible approach, with the ability to prioritise work and to accommodate sometimes conflicting and changing priorities without losing sight of the deadlines.

l The ability to work both independently and as part of a team.

Key skill 5 - innovation and problem solving skills

m An ability to develop and deliver innovative solutions to complex problems.

n The confidence and ability to provide suggestions and improvements to work processes in a range of important areas.

June 2019
## Terms and conditions

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The following terms and conditions apply to this post.

<p>| <strong>Salary band</strong> | £23,080 to £30,154 with an exceptional maximum of £33,887. This is the salary band for the role and the successful candidate will move through this band whilst in the role. We look to appoint successful candidates towards the bottom of the salary band. |
| <strong>Annual leave</strong> | 25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas. |
| <strong>Pension</strong> | Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be eligible. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out. |</p>
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<thead>
<tr>
<th><strong>Other benefits</strong></th>
<th>Private medical insurance with AXA PPP. Health checks with BMI Health Services. Employee assistance programme with AXA ICAS.</th>
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<tr>
<td><strong>Hours of work</strong></td>
<td>35 hours a week, 9:00 to 17:00, Monday to Friday.</td>
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<tr>
<td><strong>Location</strong></td>
<td>3 Hardman Street, Manchester. Some travel to other locations will be required.</td>
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