

Job Description

Job Title	Data Analyst
Department	Supply Chain Management
Reports to	Supply Chain Manager
Date	February 2014

Beacon Hospital Mission Statement

The Mission of UPMC Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, and compassion are at the centre of all we do.

Overall Purpose of Supply Chain Management Department

It is the role of the Supply Chain Management (SCM) department to give the best possible professional service to our internal customers, so that they can provide the exceptional nursing care in line with this mission statement.

It is the responsibility of the SCM department to design and implement the strategic & administrative supply chain management policies and procedures. The SCM team will add value by delivering exceptional service, as well as advice in procurement and inventory control that ultimately result in overall cost savings. A clear understanding of the supply needs of each department, the business needs of UPMC Beacon Hospital and up to date knowledge of SCM principles must be maintained. At the day to day level the SCM Team will manage the purchasing of all stocks, equipment and services and distribution of the same throughout the hospital in a timely and efficient manner.

The Data Analyst Role

Within the SCM Team the Data Analyst will be a key support in the delivery of the SCM department overall purpose, providing commercial expertise and advice to the team and to the internal customers. The data analyst will be specifically responsible for the data integrity of both the transactional & static data within PeopleSoft, to ensure the maximum use of the internal systems and provide the analysis and reporting required in satisfying the business needs of the wider financial team and its customers

Key Responsibilities and Deliverables

- Carries out data analysis to support the overall purpose of the department.
- Ensure excellent data integrity of all SCM data in line with UPMC protocols and the requirements of UPMC Beacon Hospital.
- Ensure that all transactional queries are rectified and cleared in an efficient and timely manner.
- Set up and maintain item data and pricing data as required.
- Generate, Approve and Dispatch purchase orders for issue in a timely fashion.
- Ensure that any purchase orders generated are correctly identified.
- Ensure that special requests, blanket orders and capital requests and service requests are used appropriately and coded correctly.

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- Be PeopleSoft and e-Pro super user; maximising the use of the system, providing advice to users and training, analysis & reports as necessary.
- Resolve invoice match exceptions in a timely fashion.
- Work with Accounts Payable and wider finance team to manage supplier accounts and provide accuracy of data to financial reporting.
- Liaise with Revenue Cycle to reduce AR days by providing accurate and timely data for insurance companies.
- Provide support for internal costing programmes.
- Follow up on back-orders to ensure that all orders are delivered complete and in the shortest possible lead time.
- Be a SOX tester for SCM.
- Produce regular reports for use within SCM and the hospital management team as required.
- Performs any and all other duties as assigned by Supply Chain Manager taking on any extra projects as required.

Person Specification

Qualifications	<ul style="list-style-type: none">▪ 3rd Level qualification ideally in a related subject.
Experience	<ul style="list-style-type: none">▪ Knowledge of SCM philosophies.▪ ERP systems experience e.g. SAP APO.▪ Financial Management.▪ Commercial Acumen.▪ IT literate.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">▪ Flexible.▪ Organised.▪ Able to work to tight deadlines.▪ Numerate.▪ Detail Consciousness.▪ Able to demonstrate excellent Microsoft Office skills including e-Mail Microsoft Excel and Microsoft Access DB tools. Able to demonstrate the efficient handling significant amounts of complex data.
Personal Competencies	<ul style="list-style-type: none">▪ Good communication skills.▪ Excellent interpersonal and team working skills.▪ Ability to work on own initiative, unsupervised. <p>All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager.</p>

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee:

Signature

Date

Name (Block Capitals)