We are a busy surgery looking for a Data and information Lead to join our team. We currently provide care to over 17,000 patients in Bicester and the surrounding areas and as the town grows, so do we. This role forms an integral part of the practice providing care for our patients.

The ideal candidate will have experience in a GP or other clinical setting with the qualifications, experience, and aptitude to work within a primary care team of GPs and Allied Healthcare Professionals. The role is busy, challenging at times, and will assist the practice clinical team in the provision and delivery of patient care.

Core responsibilities include:

* IT management –responsible for developing and delivering our IT strategy, maintaining knowledge of all clinical systems in use, managing licenses and support contracts for hardware and software and understanding and effectively using our clinical systems protocols
* IT support – be the first point of contact for IT issues and developing strong relationships externally with the CSU and ICB team, key software suppliers and with peers in the PCN
* Manage our electronic filing system ensuring that appropriate information is easy to access, uses a common filing structure, and reduces duplication of work
* GDPR - ensuring our policies, procedures and protocols are compliant with current legislation and are audited. Responsible for recording and reporting data breaches and risk assessments and ledaing on information security
* Data management and reporting – deliver proactive, timely and comprehensive data collation, analysis and reporting

We are an innovative training practice with considerable experience in training doctors, medical students, and nurses, with a great team ethos across the whole Practice.

Relevant qualifications are required, and in-house training will be provided for the right candidate who will:

* Be a strong advocate for new technology and share best practice and new ideas across the practice
* Have strong analytical skills, and the ability to work collaboratively with others
* Be able to work unsupervised using initiative and resourcefulness to ensure timely and complete reporting
* Be familiar with the Quality and Outcomes Framework indicators and Impact and Investment Fund indicators and will have a working knowledge of both Ardens and EMIS
* Have strong Excel and data analysis skills
* Enjoy working as part of a busy team

Pay is dependent on skills and experience and we are able to offer flexible working arrangements, no weekend working, a generous pension scheme, and five weeks paid holiday in addition to Bank Holidays.

Montgomery-House Surgery is an Equal Opportunity Employer, we do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organisation who actively promote equality of opportunity for all with the right mix of talent, skills and potential. Selection for roles will be based on individual merit.