

## **JOB DESCRIPTION - Business Analyst**

### **Background**

TRUST is a data sharing and analytics platform that supports the safe use of research and real-world datasets to enable health research, support data-driven innovation, and improve health outcomes for Singapore.

### **This position reports to:**

TRUST Data Concierge, Data Concierge Lead

### **Responsibilities**

#### **Guiding data analytics users**

- Work closely with researchers to understand, advise and guide them on their data requests.
- Understand the data available i.e. the data sources, the codes and standards applied to each data element (clinical, research or administrative data)
- Support Data Access Committee to assess data requests according to evaluation criteria and ensure data governance and regulatory compliance are met.
- Review data releases ensuring they are aligned with policies, regulatory compliance and data governance.
- Work closely with the Policy, Governance & Planning unit to review data governance policies.

#### **Leading and Improving Accessibility of Data for Analytics**

- Work closely with the Data Management unit to investigate, document and remediate data quality issues (i.e. broken ETL (extract, transform and load) processes, data inconsistency between source systems or the lack of data dictionary standards)
- In-house subject matter expert (SME) for key datasets.

#### **Process Optimisation and Innovation**

- Analyse and evaluate existing business processes and implement solutions (e.g. AI/ML) for efficiency and process improvement.

### **This position works closely with other divisions:**

1. Policy, Governance & Planning unit(s)
2. Data Management unit(s)
3. Technical & Development unit(s)

### **Job Requirements**

- a. Candidate must possess at least a bachelor's degree in Public Health, Biomedical Sciences, Health Informatics or equivalent.
- b. At least 5 years of working experience in the R&D and/or Healthcare sector.
- c. Comfortable with large volume of data and some knowledge of data, coding languages (R, Python, SQL).
- d. Good oral and written communication skills with ability to communicate ideas succinctly.
- e. Comfortable with interacting with multiple stakeholders.
- f. Strong problem-solving and project management skills, proactive, flexible and has an excellent working attitude.
- g. Experience with research/clinical informatics, health economics, and/or experience with Singapore's health and biomedical research regulations (IRB and HBRA) will be considered favourably.