NHSE and DHSC
Student Analyst Placement Scheme

NHS
England

Department of Health & Social Care

What is this opportunity?

- 12 month placement in NHS England or the Department of Health and Social Care

- Placements are analytically focussed
  - > Analysts use **specialised quantitative and qualitative skills** to **solve problems and generate insight**
  - > There is **a large community of analysts** working on a wide range of **high profile areas** of health policy
  - > Students **work alongside professional analysts** including statisticians, operational researchers, economists, data scientists, and social researchers

- This is a unique opportunity to **gain insight into central government** and the health system at the highest level.

Department of Health & Social Care

NHS England

DHSC

- Ministerial Government Department
- Led by Secretary of State for Health (Steve Barclay)
- Work Areas Cover:
  - > Public Health
  - > The National Health Service
  - > Social Care
  - > Public Safety and Emergencies

Department of Health and Social Care purpose:

" DHSC helps people to live better for longer. We **lead, shape and fund health and care** in England, making sure people have the **support, care and treatment they need**, with the **compassion, respect and dignity they deserve**. "

NHS England

- An arms length body of DHSC
- Role is to:
  - > **Provide a link between the NHS and parliament** – ensuring that key responsibilities of the NHS are delivered
  - > Primary aim is to **improve the health outcomes** of people in England
  - > Oversees and **manages the commissioning** of health services

NHSE Purpose:

" We **create the culture and conditions for health and care services** and staff to **deliver the highest standard of care** and ensure that **valuable public resources** are used effectively to get the **best outcomes for individuals, communities and society for now and for future generations.** "

The placement

Title	Student Analyst (i.e. Analytical Support Officer)
Organisation	Department of Health and Social Care **OR** NHS England
Salary*	**Approx. £21,250 - £28,837** (financial year, location and sector dependent)
Duration	**12 months** (commences in the Summer, August-September)
Location	**London, Leeds**
Eligibility	Undergraduate student in penultimate degree year, studying numerate** discipline
Deadline*	2nd May 2023

What would **you** do?
> Produce **both qualitative and quantitative analysis**
> Ensure **decisions** made by government ministers or NHS leaders are based on a strong **evidence base**
> **Contribute to projects** and **regular reports/presentations**

*subject to change   ** subjects include (but not limited to) Business, Economics, Geography, Maths, Psychology, Science (Computer to Natural), etc.

What makes this placement great?

- Fantastic **training opportunities** - professional skills (coding, software, data science) paid for by the employer

- **Government Student Network** provides the chance to meet, socialise with and develop relationships with civil service placement students around the country

- **Social events** with other students

- **Competitive salary**

- **Flexible working** so work fits around your life, including **in office** and **working from home** subject to organizational requirements and team preferences

- Important work directly connected with **government** activity

- Students are **treated like equal team members** and given **responsibilities**

- **Supportive environment**, including regular close communication with your line manager, team support and meetings with other students

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Skills Development

- Budget available for training and development opportunities

- Programming training e.g. R and Python

- Events hosted every month, internal and external, encouraged by all
  - > GES, GSS, GORS and other Gov department talks
  - > Equality, Diversity and Inclusion workshops
  - > Personal development courses

- Student recruitment team – visits, sifting, interview and organising

- Socials

- Working alongside senior directors and experienced colleagues, for example specialised data scientists

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Who are we looking for?

- Studying a **numerate**** discipline
- Experience in conducting **analysis**
- Strong **IT** skills (particularly MS Excel)
- **Time management** and **teamworking** skills
- Strong **communication** skills
- Eligible to work in the UK at time of offer
- Desirable to **be familiar with** and **interested in current healthcare climate**

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** subjects include (but not limited to) Business, Economics, Geography, Maths, Psychology, Science (Computer to Natural), etc

"I work with lots of patient data, aggregating and distributing it to regions across England. Our data empowers them to provide high standards in treating diabetes patients and preventing onset of type 2 diabetes."

Jacob's Experience in Diabetes and CVD Prevention within NHSE

"I work on a project basis, my current role covers topics from COVID-19 to Elective Recovery, using this analysis to inform senior NHS staff. Essentially helping the NHS allocate resources, make strategic decisions and stay best informed."

Emily's Experiences in Economics & Strategic Analysis within NHSE

"I have regular weekly and monthly reports which I'm responsible for and then I help out with various projects as they come up. I get to work a lot with Excel and have taken on a personal project to automate a complex process in R."

Cerys' Experience in Cancer Waiting Times within NHSE

"My main current responsibilities include providing analysis to support capacity planning of COVID-19 medicines, and establishing and maintaining monitoring of model projections against actual issues data for input in national reporting."

Daniel's Experience in Medicines Analysis within NHSE

Student Experiences

"My two colleagues and I produce and publish official monthly and annual publications to inform NHS Directors, The Secretary of State and No. 10 about hospital activity and waiting lists related to different diagnostic scans, particularly those used to diagnose cancer."

Chris' Experience in Diagnostics, Performance Analysis Team in NHSE

"My role revolves around contributing analytical support to the projects my team is working on. The current main focus is a Health Inequalities Improvement Dashboard, which aims to produce health inequality indicators for regions, to better understand where health inequalities lie in their area."

Rosie's Experiences in Health Inequalities Improvement in NHSE

"Life as a student analyst revolves around understanding data & producing dashboards & reports by engaging in visualisation tools such as SQL, Excel and tableau. This data helps inform customers, (such as the policy team), to provide insights into mental health services".

Syedah's Experience in Mental Health Services within NHSE

"I work on a range of projects at a time. One that I am currently working on is the evaluation of the NHS' new payment system and using international comparisons in order to gain a better understanding on what questions and metrics we should use in our own evaluation."

Sam's Experience in AIF Payments within NHSE

Student Experiences

How to apply?

- **Two-stage recruitment process**

- **Application deadline on the 2nd of May 2023**

- **An updated Application form will be available on our website here**

- **Email application form to studentanalyst.placements@nhs.net**

- **Panel interviews held online* (specifics TBC)**

More information and documentation:

in **LinkedIn**
f **Facebook**
✉ **studentanalyst.placements@nhs.net**

*subject to change

Application Form

- **Personal details:** name, contact, address, etc.

- **Location Preference:** Majority held in Leeds or London
  - Many teams expect students to come into the office once or twice a week, but there may be flexibility around this on an individual basis depending on the team. You will need to discuss personal hybrid working preferences with your placement manager.

Guaranteed Interview Scheme

Those on this scheme should already be aware and will submit the 'Guaranteed Interview Scheme declaration' at the **same time as the application.** For those who have not heard of this select 'No'.

Academic Achievements

- Remember, you can only write **50 words per module!**

- Be sure to **include as much mathematical/statistical content** that your modules contain.

- You can include the information written on your university's website to fill this in!

- Complete the Further Education table including **all qualifications from which you can obtain UCAS points**

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SECTION FOUR – ACADEMIC ACHIEVEMENTS

Undergraduate Degree

When your application is assessed, marks will be awarded based on the grade you obtained in the module, and the analytical/numerical content of the module. Therefore, in your descriptions, you should highlight any analytical/numerical work that was included.

University Name	Click or tap here to enter text.
Degree Title	Click or tap here to enter text.
Expected Date of Graduation	
Year 1 Results (% score)	

Year 1 Module Information
For each of your first year university modules, please give:
- the title
- the result obtained as a percentage score (or grade if not available).
- a brief description of the content of each module, paying particular emphasis to numerical content where relevant (no more than 50 words per module)

Title / Description (max. 50 words)	Module Grade (% score)

Year 2 Module Information
List the titles of your second year university modules. Please also provide a brief description of the content of each module, paying particular emphasis to numerical content where appropriate (no more than 50 words per module).

Title
Description (max. 50 words)

Further Education (College / Sixth Form)
In the table below please describe all the qualifications you have obtained at A Level or equivalent, i.e. A Levels, AS Levels, BTEC, IB, etc, do not include qualifications for which no UCAS points are awarded, e.g. GCSEs. For more guidance see https://www.ucas.com/ucas/tariff-calculator

Subject	Qualification (e.g. A-level)	Qualification Date (year)	Exam Board	Grade	UCAS Tariff

Statement of Suitability

Describe your motivation – tell us why you really want undertake a placement with us and **don't be afraid to include what you could do for us.**

250 words maximum!

Please use this section to describe your motivation to undertake a 12-month analytical placement in the health sector

Demonstrate your **interest in health**, **government and analysis**. You can do this by discussing **how you have pursued an interest** in any of these within or outside your studies (choosing certain courses, teaching yourself certain skills, reading up on certain subjects).

The highest scores are awarded where you can show you have pursued interests, within or outside your studies, in at least two of the following: government, health and social care, and analysis.

Skills and Experience
Use the STAR technique to complete each section

Situation   Explain the situation that you were in. This should be a short description

Task   You need to briefly explain **what you did and how you met the criteria for success.** If you were working in a group, explain the overall group task but **focus on your own role.**

Action   This is the most **substantial** part (around **80-90%**) of any example and you need to include: **what <u>you</u> did, why <u>you</u> did it, how <u>you</u> did it and which skills you used.**

Response   You need to explain: what happened as a **result** of the **actions <u>you</u> took**? What did you **learn**? What would you do differently or **improve**? What **impact** did the result have on the team task?

Include:
- As many relevant **examples** as you can
- What you personally did and what the outcome was.
- What effect did this have?
- What you learnt from this?

250 words maximum!

Demonstrating Skills

7.1 Analytical Skills

Please provide one or two examples of your understanding and application of analytical techniques (collecting data, e.g. survey design, analysing data e.g. regression, hypothesis testing and disseminating data, e.g. producing graphs, writing commentary)

7.2 IT Skills

Please provide one or two examples of your IT skills and specific examples of how you have used them for a particular purpose (e.g. self-study, university project), paying regard to advanced features of the Microsoft Office suite (such as VBA and macros), and any specialist analytical software (MatLab, SPSS, STATA etc), and any programming skills.

7.3 Working with Others

Please provide one or two examples that demonstrates your ability to work alongside other people to contribute to and achieve a shared objective. For the highest scores, show evidence of how you influenced others and/or built effective relationships in order to achieve a positive outcome.

7.4 Written and Oral Communication

*Please provide one or two examples that you can communicate clearly, in particular to a wide range of audiences. Please cover both written **and** verbal communication, and show how your approach to communication contributed to positive outcomes.*

Example can be taken from your studies, previous employment or your personal life (sports clubs, societies/youth groups, family/friends).

Marks will be available where you can demonstrate knowledge.

Higher scores will be available where you can show how you have applied that knowledge and what the results were.

You will be asked about:
- **Analytical skills:** understanding and applying analytical techniques to real world problems
- **IT Skills:** e.g. Microsoft Office, or specialist analytical/programming software
- **Working with others:** contributing to a shared objective
- **Written and Oral Communication:** being clear and addressing wide audiences

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References

- Academic Referee
  - Personal tutor, lecturer or teacher

- Other Referee: including
  - Employer
  - Club leader
  - Friend of the family
  - Colleague
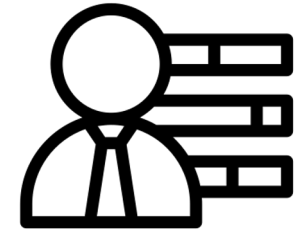
- Do not include: Family or friends

- You should have known your Other Referee for at least 3 years!

Equality and Diversity Monitoring Form

Simple check the box **questionnaire** used for **statistical purposes only.**

Will not affect your chances of getting an interview and **will not be seen by anybody involved in the selection process.**

It is a **voluntary** form but your co-operation in completing the form would be much appreciated by DHSC/NHS.

We are committed to recruiting, retaining and developing a workforce that reflects the diverse communities we serve, at all levels.

We monitor and analyse this diversity information to ensure HR processes are fair, transparent and promote equality of opportunity for all.

Completing the form will provide us with accurate data which helps us to ensure policies and processes are designed to attract and retain a diverse and talented workforce.

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Guaranteed Interview Scheme Form

SECTION NINE– GUARANTEED INTERVIEW SCHEME FORM

We are working towards Equal Opportunities and we welcome applications from disabled people.

The Department is committed to the employment and career development of disabled people. To demonstrate our commitment, we use the Disability Symbol, which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

What do we mean by a disability?

To be eligible for the guaranteed interview scheme (GIS) you must have a disability or long-term health condition which puts you at a significant disadvantage in either obtaining or keeping jobs. The disability could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

How do I apply?

If you qualify for the GIS, please complete the declaration below and send it with your application. If you do not qualify, please leave the following form blank.

If you need any help completing this form or would like it in an alternative format e.g. Braille, tape, large print etc, please contact the person stated on the application form / advertisement. They will also be able to give you further information about the Disability Symbol.

Please complete the details below if you require any assistance at the interview.

If you answered yes to the GIS question in Section Three, you must complete the form and send it in with your application.

If you answered no to Section Three, then you do not need to do anything with this form.

This, like the Equality and Diversity Monitoring form **will not be seen by sifters or the interview panel.** We have a procedure in place to separate these sections from the application form. Therefore, filling in these sections **will in no way disadvantage you in the recruitment process.**

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Assistance

It's important for us that there are **no barriers** at any stage of our application process.

Should you require any assistance for your interview, please fill in this form so we can ensure that we prepare appropriately to help you feel more comfortable.

ASSISTANCE FOR INTERVIEW

Name: ____

We are working towards Equal Opportunities and we welcome applications from disabled people.

To ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively, please let us know if you would like us to provide any particular assistance for your interview, such as:

Please Tick

☐ Induction loop

☐ Sign language interpreter (type) ____

☐ Keyboard for written tests

☐ Someone with you at the interview (e.g. speech facilitator)

☐ Car parking

☐ Assistance in and out of a vehicle

☐ Wheelchair access

☐ Accessible toilet facilities

☐ Other assistance (please specify) ____

Please submit your completed application form to
studentanalyst.placements@nhs.net
by the deadline of
23:59 on Sunday 7th November 2021

Please note that any assistance requested here will only be used for the purposes of ensuring an accessible interview environment – disclosing your disability or access needs will **not** affect your chances of being offered a place.

If you have any questions about your specific needs at the interview or would like to give us more information, please contact the person stated on the application form / advertisement.

Thank you for completing this form

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Top Tips

- Emphasise your **analytical skills**

  > Even if you're not on a maths/stats course you'll still have **relevant experience**. For example, do you analyse case studies/literature/data?

- You don't need to be an Excel wizard

  > but **knowledge of basic formulas is useful** and important to **highlight when you apply**.

- "**Soft skills**"

  > i.e. communication, teamwork, organisation, time management. These are all **important and highly valued**.

- Think of **specific, concrete examples** of when you have had to be analytical, manage workload, lead a team etc. (Try following the STAR technique).

- Back to **basics**!

  > Brush up on basic statistical phenomena i.e. mean, median, mode, inter-quartile range.

- **Express a genuine interest!**
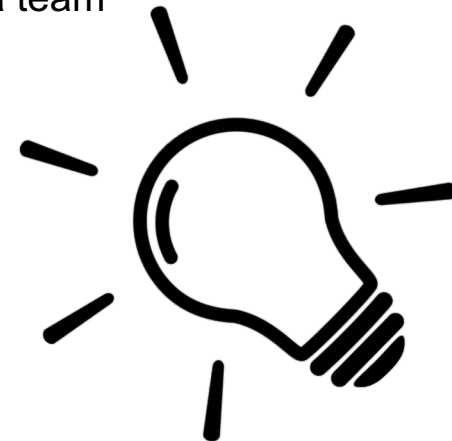
Application Checklist

❑ Have you given yourself enough **time** to put together a well thought out application form?

❑ Have you **reviewed the job description** carefully so you have a clear **understanding** of the role?

❑ Have you got a copy of the what the **Civil Service** or **NHSE look for** whilst your putting your **examples** together?

❑ Have you used the **STAR** method in your form?

❑ Did you **draft first then refine**?

❑ Have you checked **for spelling and typos**? – and then asked someone else to do it again for you?

❑ Have you used the **past tense**, 'I' and not 'we' and **active language**
   ✓such as: 'I organised', 'I accomplished', 'I calculated', etc.

❑ Have you stuck to the **word count** limit, where one has been set?

❑ Have you tried **to read you application form as if you were the one receiving** it?

Interview Checklist

❑ **Read through your application** form to **refresh your memory** of the examples you used

❑ Think about how you might **expand on your examples** at the interview

❑ Think about **other strong examples** you could use

❑ **Arrange a practice interview** with people your trust (friends, colleagues, current manager, etc) - practice makes perfect

❑ **Research** the Department of Health and Social Care and NHS England

❑ Make sure you **ask someone from the organisation if you have any questions**

❑ Make sure you **know when & where the interview is taking place and how to get there (even online)**

❑ Make sure you **take along all requested ID documents**

❑ Think about what to **wear**, your **posture** and your **non-verbal behaviour**

❑ Remember, it's not about being good enough for the job, it's being the best candidate for the job – interviews are competitions

❑ Remember that pretty much everyone feels the same about interviews – they make you nervous; know what works best for you in terms of **calming your nerves.**

❑ What matters the most is **choosing and practising examples based on your experience** that demonstrate how you meet the **role requirements**

Any questions?

If you have any questions, either shout them out now or email us on:

Studentanalyst.placements@nhs.net

We hope to see many of you applying soon!

Thank you and good luck! :)

NHS England & Department of Health & Social Care

2021/22 Students

Extra Resources

Email: studentanalyst.placements@nhs.net

Facebook: [NHS & DHSC Analytical Student Placements | Facebook](#)

LinkedIn: [NHSE&I And DHSC Analytical Student Placements 2022/23: About | LinkedIn](#)

WordPress: [NHSE & DHSC Student Placements – NHS England and DHSC student analyst undergraduate placements (analystplacements.co.uk)](#)

Application details can also be found on RateMyPlacement and your Uni Career Portal