



Part-Time Healthcare Business Analyst (Final Year Graduate) — Clinical Startup

Location: Hybrid / Remote

Employment Type: Part time (1-2 days/week) Duration: 10 months

Department: Clinical / Operations

Reports to: CEO and COO

Company Background

We are a clinical-stage healthcare startup seeking a Part Time Healthcare Business Analyst (Final Year Graduate) to support our clinical and operational teams with data, insights, and process improvement. You'll work at the intersection of healthcare, clinical research, and business operations, helping transform clinical and operational inputs into clear requirements, actionable reporting, and scalable ways of working.

This is a great role if you enjoy structured problem-solving, working with data, and collaborating with both technical and non-technical teams—while gaining real experience in a regulated healthcare environment.

Key Responsibilities (Part-Time Scope)

1) Data & Insights (Clinical + Operational)

- Support analysis of healthcare/clinical operations data (e.g., timelines, activity metrics, site/vendor performance indicators where relevant)
- Produce weekly/monthly reporting packs and simple dashboards (Excel/Power BI where available)
- Summarise findings into clear, decision-ready insights for internal reviews

2) Business Analysis & Requirements

- Gather and document requirements from stakeholders (Clinical Ops, Quality, Regulatory, Medical, Finance, Product/IT)
- Create clear deliverables such as process maps, user stories, acceptance criteria, and requirement summaries
- Help maintain a prioritised backlog of improvements and reporting needs

3) Process Improvement & Documentation

- Map "as-is" workflows and propose improvements to reduce rework, delays, or ambiguity
- Support creation and maintenance of templates and guidance documents (e.g., trackers, reporting templates, meeting packs)



- Promote good documentation practices aligned with GCP/GxP awareness (as applicable)

4) Stakeholder & Delivery Support

- Join working sessions, capture decisions/actions, and follow up on next steps
- Support light project coordination: timelines, dependencies, and status updates

What Success Looks Like (First 8–12 Weeks)

- You've delivered a reliable reporting rhythm (e.g., a KPI snapshot or weekly progress pack)
- A key workflow is mapped and improved (e.g., reporting intake, trial ops tracking, vendor oversight tracking)
- Stakeholders use your outputs to make decisions faster (clearer requirements, fewer ad-hoc requests)

Required Qualifications (Final-Year Graduate Profile)

- Final year student (or recent graduate) in Healthcare/Life Sciences, Business, Health Informatics, Data/Analytics, or similar
- Strong analytical skills and attention to detail
- Comfortable with Excel and producing clear PowerPoint updates
- Strong communication skills—able to explain insights clearly and ask the right questions
- Able to work independently and manage priorities within limited weekly hours

Nice to Have

- Interest or exposure to clinical research, healthcare operations, or digital health
- Familiarity with Power BI/Tableau, SQL, or basic data visualisation concepts
- Awareness of regulated environments (GCP/GxP principles—training can be provided)
- Experience with Jira/Azure DevOps, Notion, Confluence, or similar tools

Working Pattern & Support

- Flexible hours across 1-2 days/week, with some overlap for stakeholder meetings



- Clear weekly goals and deliverables designed for part-time schedules
 - Mentorship from a BA/Operations lead and exposure to cross-functional clinical startup work
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Why Join Us (Startup Value Proposition)

- Real responsibility and visible impact, even part-time
 - Broad exposure across clinical, operational, and business functions
 - Opportunity to build a strong portfolio of work (dashboards, requirements, process maps)
 - Strong stepping stone into biotech, pharma, healthcare consulting, or health tech roles
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Tools You'll Use

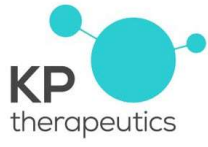
Excel, PowerPoint, Teams, SharePoint/OneDrive; optionally Power BI/Tableau; tracking tools (Jira/ADO/Smartsheet) depending on setup.

Equal Opportunity

We're committed to building an inclusive workplace and encourage applications from all backgrounds.

Please contact send your CV to:

Dr S A Vincent (CEO)
KP Therapeutics
Email: shoonavincents@kp-therapeutics.com

A large, faded version of the KP therapeutics logo, centered on the page. It includes the letters 'KP' in a large, grey, sans-serif font, the word 'therapeutics' in a smaller, grey, sans-serif font below it, and the teal molecular structure graphic to the right of the text.

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