


<b>Job Description</b>			
<b>Title</b>	<b>Service Group</b>	<b>Post Ref</b>	
<b>Public Health Intelligence Analyst</b>	<b>Public Health</b>		
<p><b>Job Purpose</b></p> <p>To enable the PH directorate function to fulfil its role by supporting, promoting and developing evidence based public health activity across the council and its partner organisations.</p> <p>The post-holder will provide significant input into the process of understanding the health needs of the local population; the identification of health inequalities; and the determination of priorities for action. They will actively disseminate the findings of a wide range of analyses within the council and its partner organisations in order to improve the health of the local population.</p>			
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To receive, analyse and interpret complex epidemiological and statistical information relating to the health of the local population in order to develop policies which will improve the health and wellbeing of the local population</li> <li>2. To undertake agreed aspects of the Joint Strategic Needs Assessment (JSNA) health needs assessments, health equity audits, health impact assessments, and programme evaluations including the identification of areas for action within the local population.</li> <li>3. To ensure that all information is subject to standard quality and checking procedures, maintaining and enhancing the relevant documentation to contribute to the knowledge management and sharing within the team</li> <li>4. To provide public health information and intelligence support to the commissioning function of the health community for example through work with relevant CCGs in order that the council fulfils its statutory responsibility</li> </ol>		<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. The accuracy and quality of information and analysis</li> <li>2. The timely provision of information and intelligence to support the commissioning function and the monitoring of performance targets.</li> <li>3. Effective and maintained relationships with other members of the Public Health Team, council staff, and independent contractors as well as a range of other groups or individuals.</li> <li>4. Work, store and transmit data in accordance with data protection, Caldicott Guardian, freedom of information systems and confidentiality principles.</li> <li>5. The post holder will be expected to be responsible for the safe use of their own equipment and ensure the</li> </ol>	

<ol style="list-style-type: none"> <li>5. To work with other members of the Public Health Intelligence and Information Team and performance analysts to provide support for setting and monitoring performance targets</li> <li>6. To contribute to reports and plans which will be used by others in the development of policies and services for example, health equity audits, board reports, strategic plans.</li> <li>7. To jointly develop and maintain operational procedures and working practices relating to data collection and analysis for ensuring the delivery of a high quality Information and Intelligence service.</li> <li>8. To contribute to the identification and implementation of new methodologies for analysing and interpreting health information and to disseminate these within the team and the wider organisation</li> <li>9. To contribute to the development and maintenance of information systems for public health information and intelligence e.g. GIS.</li> <li>10. To provide advice on epidemiological and statistical issues relating to the design, conduct, analysis and dissemination of surveys and research projects.</li> <li>11. To commission/undertake surveys, audits or research to support service development e.g. lifestyle surveys.</li> </ol>	<p>computer equipment does not contravene health and safety.</p>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Specialist knowledge and experience of statistical techniques and procedures, acquired through degree level or equivalent qualifications or evidence of continued professional development</li> <li>2. Additional specialist knowledge concerning statistical techniques and epidemiology acquired through post graduate diploma level qualification or equivalent experience.</li> <li>3. Knowledge and experience of statistical analyses, and dissemination of findings.</li> <li>4. In depth knowledge and experience of local and national NHS and other relevant data sources</li> <li>5. Knowledge of various statistical software packages as well as database and spreadsheets eg MS Office – Excel, Access, Word &amp; PowerPoint</li> <li>6. An understanding of data security and confidentiality issues</li> </ol>	<p><b>Personal Skills and General Competencies</b></p> <p><i>Communication skills</i></p> <ol style="list-style-type: none"> <li>1. Good written and verbal communication skills, with experience in disseminating information via written reports and presentations to a wide range of audiences in terms of both size and composition</li> <li>2. Ability to present complex statistical issues to non-specialist audiences and individuals where persuasion might be required, and highly complex and sensitive information to other statistical specialists and statistical professionals e.g. development of statistical or research methodology</li> <li>3. Ability to write / contribute to reports, some of which will require complex statistical analyses or contain contradictory findings which will need to be explained to a range of audiences.</li> <li>4. It will be necessary for the post-holder to make presentations. It may be necessary for the post holder to motivate and persuade colleagues.</li> </ol> <p><i>Analytical and judgement skills</i></p> <ol style="list-style-type: none"> <li>5. Ability to analyse, investigate and resolve complex statistical or data queries, issues or problems; and identify and propose solutions</li> <li>6. Ability to analyse and interpret both quantitative and qualitative data</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Proven experience of working with health related data and information systems for at least 1 year</li> <li>2. Experience in the use of statistical and epidemiological methodologies for analysing, interpreting and understanding data sets in health organisations</li> </ol>	

<ul style="list-style-type: none"> <li>3. Experience of project-based working</li> <li>4. Experience of analysing and interpreting health, healthcare or demographic data or local authority data</li> <li>5. Experience of project-based working</li> <li>6. Experience of analysing and interpreting health, healthcare or demographic data or local authority data</li> <li>7. Practical experience in managing and facilitating change</li> <li>8. Experience in the training and development of others in information skills</li> <li>9. Experience of dealing with external stakeholders including the NHS and other statutory agencies</li> <li>10. Experience of using GIS (geographical information systems)</li> </ul>	<ul style="list-style-type: none"> <li>7. Judgemental skills to derive alternative information sources and methods of analysis when appropriate</li> <li>8. Ability to balance the likelihood of different assumptions relating to information in order to obtain an adequate solution.</li> </ul> <p><i>Planning and organisational skills</i></p> <ul style="list-style-type: none"> <li>9. Conscientious and proven team worker with the ability to engage with people at all levels</li> <li>10. Ability to work independently as well as a member of a team as a self-manager with high levels of motivation and a flexible approach to work in order to allow for changes in information format, lack of information provided and delays in receiving requested information.</li> <li>11. Organisational skills, ability to prioritise workloads within timescales and meet deadlines</li> <li>12. Ability to manage a number of projects underway at the same time, plan and coordinate other agencies/professionals as well as organise their own time to meet deadlines</li> <li>13. Full driving licence and the ability to travel between locations.</li> </ul>
<p><b>Role Dimensions</b></p> <ul style="list-style-type: none"> <li>1. Undertake data analysis, interpretation and report on the results, utilising databases, spreadsheets and a variety of analytical tools. Frequent high level and prolonged concentration on tasks with tight deadlines.</li> <li>2. Provides advice and guidance on specialist analyses</li> <li>3. Lead on discrete projects, development and design of health related data sets and information, undertake research</li> <li>4. No staff or budget management responsibility</li> </ul>	

5. Accountable to the Senior PH and Intelligence Analyst