Job Description

Job Title: Public Health Analyst

POSCODE:

Grade: S01

Report to: Public Health Analyst – Advanced

Overall purpose of the job

To assist in the delivery of a comprehensive public health information analysis service to Peterborough City Council (PCC), Cambridgeshire County Council (CCC) and the local NHS system (Cambridgeshire and Peterborough Integrated Commissioning System – ICS) and wider partners. To support the Public Health Intelligence Team in identifying and delivering public health information needs, working in conjunction with colleagues on major Public Health projects such as Joint Strategic Needs Assessments and independently to produce reports to answer 'ad hoc' queries from stakeholders throughout the councils and the local healthcare economy.

Main accountabilities

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1	• Participate in the delivery of a proactive and responsive quality-assured health information and intelligence service to support colleagues and Councillors/Members in PCC, CCC, Cambridgeshire and Peterborough ICS and wider partners. This includes responding to ad hoc requests for public health intelligence as well as providing public health information to longer term projects. • Work autonomously and independently to obtain data and produce reports (or material for reports) on public health issues relating to PCC, CCC and C&P ICS, using routine and ad-hoc data. Reports will be for audiences of varying levels of technical understanding, include identifying trends and relationships accurately from various data sets, and often with a focus on health inequalities. • Support the development and production of CCC & PCC's Director of Public Health Annual Reports and Joint Strategic Needs Assessments. • Demonstrate objectivity and transparency in analysis, and exercise judgement and know when to seek advice when presenting potentially contentious/sensitive data. • Recognise the importance of data protection and information governance and conduct all work in accordance with law and guidance, with an awareness of when to ask for advice from colleagues or managers. • Be responsible for proactively updating key public health data sources from a wide range of sources; and support the Advanced Public Health Analysts in monitoring and describing the health status of the local population, through the analysis and interpretation of population information drawn from a wide range of data and information sources. • Coordinate own workload to ensure own reports and analysis are completed to deadlines whilst working as part of a team to meet deadlines for tasks that contribute to wider Public Health projects such as Joint Strategic Needs Assessments or supporting strategic work. • Maintain records of work commissioned and the timeliness of its delivery. • Develop and improve systems for the storage and delivery of health information, including the identification and establishment of new data flows. • Participate in appropriate Public Health related education, training and professional development activities.
2	• The postholder will develop, with the Advanced Public Health Analyst, a plan for their own professional development and will be expected to enhance their professional knowledge and skills appropriately.

3	• To perform any other duties commensurate with the grade of the job following consultation with managers.
4	• To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy. • To comply with all Health & Safety at work requirements as laid down by the employer. • To comply with Data Protection and Information Governance requirements applicable to the role and data used. • The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
5	• Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Person Specification

Qualifications, knowledge, skills and experience

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERA
KNOWLEDGE	• Extensive working knowledge of MS Office – Excel, Word, Outlook and Powerpoint (A,I)	• Good general knowledge of public health and public health practice, including Joint Strategic Needs Assessments (A,I)
SKILLS & ABILITIES	• Strong analytical stills (A,I) with knowledge of common statistical techniques and principles • Advanced use of spreadsheet, database, statistical and other IT packages (A,I) • Ability to apply statistical, analytical and epidemiological knowledge to NHS and public and health related policies and strategies. (A,I) • Ability to communicate data to public health professionals and non-expert staff using a variety of formats (e.g. reports, charts, tables, presentations) (A,I)	• Knowledge and use of mapping software and techniques (e.g. GIS, Cartology, Google Earth) • Knowledge of SQL, R, STATA or similar software (A,I) • Experience of commonly used statistical techniques in public health such as direct and indirectly standardised rates, calculation of confidence intervals.
EXPERIENCE	• Practical experience of accessing and critically appraising complex data sets. (A,I) • Significant experience of working with multiple sets of data and information systems. (A,I) • Experience in the development and use of systems for inputting, storing and dissemination of information. (A,I)	• Experience of working in healthcare informatics or public health • Experience working in a local government environment • Awareness of common data sources used in public health
QUALIFICATIONS	• Specialist knowledge and experience of statistical techniques and data analysis, acquired through academic qualification to degree standard or higher (or equivalent professional experience). (A,I)	
PERSONAL CHARACTERISTICS	• Conscientious and proven team worker with the ability to engage with people at all levels. • Ability to work independently, as well as a member of a team, as a self starter with high levels of motivation and a flexible approach to work. (A,I) • Highly numerate with skills and experience of the analysis and interpretation of data; and wish to develop further. (A,I) • Excellent written and verbal communication skills with experience in disseminating information via written reports and presentations to a wide range of audiences. (A,I) • Experience of project based working. (A,I) • Organisational skills and ability to prioritise • workloads within timescales and meet deadlines. (A,I) • Able to adapt ways of working and processes to respond to change, and identify team improvement and development opportunities	• Ability to bring creativity and innovation to presentation of data
EQUALITY	• Candidates must demonstrate understanding , acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	• Knowledge and understanding of effective customer and stakeholder care (A & I)	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Standard	Standard

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	**Flexible** X	Field	Home