

Job Description

Department: Chief Executives

Division/Section: Public Health

Job Title: Public Health Analyst

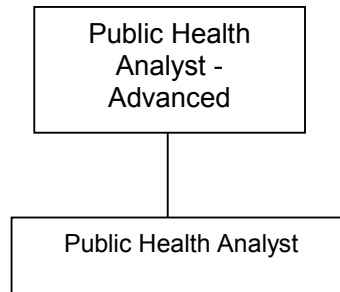
Post No:

Grade: 8

Reports to: Public Health Analyst - Advanced

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Basic Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Size of budget:

None

Job Purpose:

To assist in the delivery of a comprehensive public health information analysis service to Peterborough City Council (PCC), Cambridgeshire County Council (CCC) and Cambridgeshire & Peterborough CCG. To support the Public Health Analyst - Advanced and the Public Health Network in identifying and delivering public health information needs. To be able to analyse, interpret and develop the storage and delivery of health related information and work both 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 local healthcare economy.

Main Duties and Responsibilities:

- 1 Work as one of a team of public health information analysts in supporting the delivery of a high quality health information analysis and interpretation service within the Public Health Department at Peterborough City Council.

General

- 1.1 Provide health information analysis skills into the public health information team.
- 1.2 Participate in the delivery of quality assured health related information to PCC, CCC and C&P CCG.
- 1.3 Work autonomously to produce reports on public health issues relating to PCC, CCC and C&P CCG for audiences of varying levels of technical understanding, identifying trends accurately from various data sets and exercising own judgement in presentation of potentially contentious/sensitive data.
- 1.4 Be responsible for proactively updating key public health data sources from a wide range of sources.
- 1.5 Maintain records of work commissioned and the timeliness of its delivery.
- 1.6 Develop and improve systems for the storage and delivery of health information.
- 1.7 Participate in appropriate Public Health related education, training and professional development activities.

Specific

- 1.8 Independently compile reports for a wide range of stakeholders from within PCC, CCC C&P CCG and others within the local healthcare economy identifying trends and correlation from multiple data sources and exercise autonomous judgement in obtaining and presenting relevant data.
- 1.9 Coordinate own workload to ensure own reports and analysis are completed to deadlines whilst simultaneously meeting deadlines for tasks that contribute to wider Public Health projects such as Joint Strategic Needs Assessments.
- 1.10 Demonstrate objectivity and political sensitivity in analysis, considering the potential ramifications of presented contentious data (e.g. statistics relating to economic deprivation, drug/alcohol use, obesity levels, educational attainment) and ensuring that concepts/data that are open to interpretation are explicitly clarified within reports and that conclusions and suggested correlations are based on robust analyst and subjected to rigorous scrutiny prior to dissemination.
- 1.11 Generate Peterborough and Cambridgeshire-specific public health intelligence as required through advanced knowledge of Microsoft Office Suite and public health/informatics methodology e.g. direct/indirect standardisation, application of confidence intervals.
- 1.12 Acquire and compile health related data and information from routine and ad hoc sources, which describe the health of the local population.
- 1.13 Support the Public Health Analyst – Advanced 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.
- 1.14 Support the provision of presentation materials for a wide range of audiences, including routine and ad hoc reports, presentations and publications.
- 1.15 Support the Public Health Analyst - Advanced in the provision of a proactive and responsive health information and intelligence service to support colleagues in PCC, CCC and other Public Health Network partners. This includes responding to ad hoc requests for public health intelligence as well as providing public health information to longer term projects.
- 1.16 Support the development and production of PCC's Director of Public Health Annual

Reports, Joint Strategic Needs Assessments data and the partnership wide annual Public Health and Health Inequalities Data Set.

1.17 Work closely with the Commissioning Information and ASP Data Warehouse Teams in the maintenance of information flows, and in the identification and establishment of new data flows.

2 The postholder will develop, with the Public Health Analyst - Advanced, 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 PCC managers.

Generic Responsibilities: To carry out all responsibilities with regard to 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.

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.

Flexibility Clause: 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.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 18/03/2019

COMPLETED BY: Ryan O'Neill