

**Person Specification**

**JOB TITLE:** Public Health Analyst      **POST NO:** ?

**GRADE:** 8      **DEPARTMENT:** Public Health

**HOURS:** 22.2

**DIVISION:** Public Health      **DIRECTOR:** Dr Liz Robin

**DATE:** 18/03/2019      **COMPLETED BY:** Ryan O'Neill

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Extensive working knowledge of MS Office – Excel, Word, Outlook and Powerpoint (A,I)</li> <li>Good general knowledge of public health and public health practice, including Joint Strategic Needs Assessments (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft Access/SQL (A,I)</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Strong analytical skills (A,I)</li> <li>Advanced use of spreadsheet, database, statistical and other IT packages (A,I)</li> <li>Ability to apply statistical, analytical and epidemiological knowledge to NHS and public and health related policies and strategies. (A,I)</li> <li>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)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and use of mapping software and techniques (e.g. GIS, Cartology, Google Earth)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Practical experience of accessing and appraising complex data sets. (A,I)</li> <li>Significant experience of working with multiple sets of data and information systems. (A,I)</li> <li>Experience in the development and use of systems for inputting, storing and dissemination of information. (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in healthcare informatics.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>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)</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Conscientious and proven team worker with the ability to engage with people at all levels.</li> <li>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)</li> <li>Highly numerate with skills and experience of the analysis and interpretation of data. (A,I)</li> <li>Excellent written and verbal communication</li> </ul>	

	<p>skills with experience in disseminating information via written reports and presentations to a wide range of audiences. (A,I)</p> <ul style="list-style-type: none"> <li>• Experience of project based working. (A,I)</li> <li>• Organisational skills and ability to prioritise workloads within timescales and meet deadlines. (A,I)</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*