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.