PETERBOROUGH CITY COUNCIL

Job Description

Department:	Corporate Services
Division/Section:	Performance & Intelligence - Public Health Intelligence
Job Title:	Advanced Public Health Analyst
Post No:	011987
Grade:	12
Reports to:	Intelligence Manager – Places, Economy & Public Health Intelligence
Organisation Chart: **Show immediate manager and any jobs reporting to this post.**	Head of Performance and Intelligence | Intelligence Manager – Place, Economy & Public Health Intelligence | **Advanced Analyst (this post)** | Analyst
DBS Check applicable?	Yes - Basic
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes ☐ No x
Line Management responsibility for:	No. of direct reports: 1 No. of indirect reports: 0
Size of budget:	No direct budget responsibility
Job Purpose:	The Advanced Public Health Analyst will work collaboratively across the whole Council, with Cambridgeshire County Council, local, regional and national partners in health and social care to ensure that excellent intelligence underpins the delivery of public health and health and wellbeing outcomes across the local system. The post-holder will utilise their excellent analytical and public health knowledge to design and implement innovative and creative solutions to best enable the achievement of public health and health and wellbeing outcomes and objectives, supporting the delivery of organisational and local system objectives, service provision and commissioning as well as monitoring population health outcomes.

	The specific key elements of the role are to: • Work collaboratively with intelligence colleagues internally, locally and regionally to provide population health intelligence to influence and support wider system approaches to health and wellbeing outcomes. • Think innovatively and creatively to promote and deliver an epidemiological and population approach that influences the local system to improve health outcomes. • Contribute to population health management using data on both health and wider determinants of health. • Monitor and describe the health status of the local population through the analysis, interpretation and presentation of a range of information from numerous sources. • Work collaboratively with wider system partners to scope and investigate health inequalities using robust epidemiological approaches. • Deliver analysis of health data as part of the statutory healthcare public health advice service to the NHS. • Manage one or more analysts within the Public Health Intelligence team. • Support the Council's statutory duties related to Public Health, through expert public health analytical input to enable the protection and improvement of the health of Peterborough's populations, including the identification of health inequalities

Main Duties and Responsibilities:

Delivery of a public health intelligence service

- Proactively identify and evaluate local needs for public health intelligence and provide expert advice, input and guidance with regards to epidemiology and public health intelligence. Contribute to the development and delivery of department and function plans by supporting the collection, provision, development, integration and use of public health information and intelligence, taking lead responsibility for specific population groups, commissioning priorities and services. This work will be strongly linked with the development of effective population health management approaches in Peterborough.
- Scope, investigate and resolve highly complex health and wellbeing and health service analytical, epidemiological and intelligence issues using appropriate methods and statistical techniques. These are issues that may affect health and wellbeing policy, local authority services and priorities, health priorities, public health programmes and services, and local NHS and Council commissioning.
- Ensure that a robust epidemiological and population health management approach is applied to health improvement and population health performance management, including the identification of appropriate metrics and technically sound target setting and monitoring methods.
- Influence decision making about population health and wellbeing through the presentation, communication and dissemination of data and analysis of health and wellbeing and needs.
- Work with local system and regional intelligence communities to provide a comprehensive and high quality local public health intelligence service to Peterborough City Council, local NHS organisations and wider stakeholders.
- Work with Public Health Directorate and system colleagues to critically appraise and summarise evidence from a range of sources and formulate recommendations for change based on critically appraised evidence that influences the development of policies, procedures, guidelines and protocols.

Partnership working

- Work with other information, research and intelligence professionals in Peterborough City Council, NHS Cambridgeshire and Peterborough ICB, Cambridgeshire County Council, UKHSA, OHID and national bodies to provide a comprehensive joint information and intelligence service to the local system.
- Lead and support the public health analytical input to joint strategic needs assessments and other partnership needs assessments, commissioning support and performance management.
- Attend Boards, meetings and events across Peterborough to deliver public health intelligence data to stakeholders to facilitate the improvement and achievement of council/public health goals and objectives.

Cultural approach, self and service development

- Ensure best practice in personal lead areas of responsibility and support development of the Council's public health intelligence service by taking a proactive approach to personal development.
- Contribute to the development and delivery of local and regional training in public health intelligence to ensure awareness and appropriate use of skills and resources and good practice within the department, the wider Council, and the ICB.

Judgement and decision making

- Use professional judgement and analytical methodologies to provide informed and evidence-based analyses that drive and enable decision making.
- Identify and deliver interpreted public health intelligence that is appropriately aligned to the organisational and situational context required and which may challenge the current situation and enable/transform local policy, objectives and decision making.
- Quality assure the provision of public health intelligence services against agreed standards and protocols and promote the use of public health and epidemiological methods and robust analytical techniques within the Council's Performance and Intelligence Service, the NHS and in appropriate partner organisations.

Change and innovation

- Demonstrate a commitment to actively challenge existing process and procedures to improve operational efficiency and service delivery, working to a digital first approach to system and process change.
- Contribute to a continuous cycle of improvement for system intelligence partners such as public health intelligence, wider Council Performance and Intelligence, and ICB intelligence colleagues to innovate, transform and develop collaborative analytical services, including beyond own area.
- Support the undertaking of analysis and benchmarking from internal and external sources to ensure Peterborough City Council, ICB and other NHS and local partners have the widest range of interpreted comparative information upon which to make decisions.

Governance and reporting

- Ensure the analytical input to statutory reporting and public health and, where appropriate NHS, performance management is undertaken to best practice guidelines, agreed standards, time and quality.
- Ensure compliance with relevant legislation and standards, leading for specific public health datasets and including understanding the governance implications of working with local NHS Commissioning organisations as well as Peterborough City Council.
- Understand, apply and comply with the governance landscape for the collection, storage and use of health data, set by HSCIC and, for specific public health datasets, by the Office for National Statistics.

- Be an exemplar practitioner for information governance within Public Health and the wider Council.
- Contribute to the management of risk ensuring that the lines of accountability are clear and well understood and governance is in place for identification, mitigation and management of risk.

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 post-holder. 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:

03 October 2024

COMPLETED BY:

Helen Whyman, Intelligence Manager

Person Specification

JOB TITLE: Advanced Public Health Analyst

POST NO: 011987

GRADE: 12

DEPARTMENT: Performance & Intelligence

HOURS: 22.5 per week

DIVISION: Public Health Intelligence

DIRECTORATE: Corporate Services/People, Business Intelligence and Transformation

DATE: 03 October 2024

COMPLETED BY: Helen Whyman, Intelligence Manager

Job Knowledge, Skills & Experience:

Minimum levels of qualifications and/or equivalent experience required for this job

Qualification Required	Subject	Essential / desirable
Postgraduate/higher degree in a relevant subject or demonstrable appropriate relevant experience.	Subject relevant to public health (public health, epidemiology, informatics or information science, statistics).	Essential
Bachelor's degree (BA / BSc with honours) at level 2:2 or above in a relevant subject or demonstrable appropriate relevant experience.	Subject relevant to information science or public health (e.g. computer science, informatics or information science, digital media and information studies, mathematics or statistics, health or social sciences, geography.	Essential

Minimum levels of knowledge, skills and experience required for this job

Knowledge & understanding	Describe	Essential / describe
A thorough understanding of the environment in which local government, public health, the ICB/NHS and key partners operate, including key relevant policies and strategies.	Knowledge & understanding	Essential
A thorough knowledge of public health practice and the role that epidemiology and information analysis plays in protecting and improving the health of the population.	Knowledge & understanding	Desirable
Understanding of the wider determinants of health and their impact on population health and wellbeing.	Knowledge & understanding	Desirable
Practical knowledge of information governance requirements for the sourcing, analysis and dissemination of public health, Council and NHS data and information.	Knowledge & understanding	Essential

Skills	Describe	Essential / desirable
Working together	Think creatively about opportunities to work together, building rapport. Deliver results across team and organisational boundaries and contribute to the development of policies and strategies beyond own area of work. Ability to work independently as well as a member of a team with high levels of motivation and a flexible approach to work.	Essential
Integrity	Focus on outcomes and self-motivated. Think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently.	Essential
Respect	Identify areas for improvement to meet the diverse needs of customers and Colleagues. Challenge poor use of resources, delivering improvements.	Essential
Excellence	Review current practice both in own work and in the work of the team to ensure it is effective in achieving its aims and continues to develop. Identify and deliver best practice.	Essential
Effective communication	Strong communication skills including report writing, data visualisation and presentation skills. Ability to persuade and negotiate to achieve outcomes. Communication of complex statistical and epidemiological analyses to a range of internal and external audiences, providing guidance on how the analyses could influence policy and action. Strong and effective interpersonal skills in groups, teams and one-to-one situations.	Desirable
Partnership working	Work effectively and collaboratively with internal and external partners to achieve required outcomes. A detailed understanding of the public health and information issues related to partner organisations, to contribute to cross organisational setting of local policy and the development and evaluation of health promotion and disease prevention activities. Leadership of information analysis support to health needs assessments, which are used as the basis of cross organisational service changes, for example across health and social care.	Desirable

Leadership and innovation	Ability to lead programme areas within public health intelligence and to develop and maintain innovative solutions to key areas of responsibility, including data and information management, data visualisation, epidemiology and knowledge transfer. Ability to contribute to the development of policies and strategies within own area of work and to assess the impact of epidemiology and public health information on health and wellbeing.	Desirable
Judgement and decision making	Ability to challenge others constructively and to make informed decisions that if challenged can be substantiated. Ability to exercise sensitivity and clear judgement over organisational issues and developments and to arrive at a balanced view. Ability to critically appraise, understand and analyse complex issues and to offer sound, strategic and professional advice. Ability to exercise judgement as to the robustness of various different data sources and as to the most appropriate analytical methods to use, particularly in newer fields of work where there are a variety of methodologies. Ability to derive fit for purpose solutions to business intelligence problems where a range of options may exist or compromises may need to be made. Demonstrable ability to learn from experience and to share that learning through future actions to improve own and service performance.	Essential
Public health specialist skills and information management skills	Expert skills in statistics, analysis and epidemiology - ability to apply theoretical knowledge to real life problems using the most relevant and robust statistical, analytical and epidemiological methods and techniques. Expert skills in the epidemiological and analytical treatment of data related to public health, the NHS, health determinants and health inequalities. Ability to advise on and apply a range of quantitative and qualitative data collection, collation and analytical methods to produce health intelligence. Ability to scope and resolve complex analytical problems. Ability to assure the quality of data collection, collation, analysis and communication. Ability to interpret analytical results to formulate and communicate findings into appropriate recommendations. Critical appraisal and analytical skills for interpreting qualitative and quantitative information and the ability to make pragmatic judgements about the right information to provide. Advanced knowledge of statistical and epidemiological computer packages with, and the principles underlying their development.	Desirable/ Essential

	Working knowledge of data and information management relevant disciplines including information management systems and software (such as Power BI, R, Python, SQL) Ability to contribute to the development of indicators for monitoring the population's health and wellbeing needs and associated targets. Highly numerate and able to apply these skills to analytical questions. Ability to be an advocate for health and wellbeing and reducing health inequalities.	
Delegated responsibilities	Ability to represent public heath intelligence and public health, including at local, regional and national meetings and other settings.	Essential
Line management skills	Ability to line manage one or more analysts within the team, supporting their work and development, and monitoring workload, performance and output.	Desirable

Experience	Describe	Essential / describable
Customer focus	Clear understanding of the need to engage with communities Ability to manage a large and diverse workload and to negotiate deliverables and deadlines with customers. Ability to understand customer needs and motivations and to use public health skills to provide customer focussed solutions.	Desirable
Presentation of information	Ability to prepare meaningful and concise reports and presentations and to manage and participate in senior level meetings to achieve desired outcomes.	Essential
Negotiation	Ability to engage in positive dialogue to achieve desired outcomes. Ability to negotiate public health intelligence needs and deadlines for delivery of outputs.	Essential
Change management	Knowledge and experience of how to work within and effect cultural and behavioural change.	Desirable
Partnership working	Proven ability in fostering positive and constructive relationships with internal and external stakeholders. Experience of managing and collaborating on projects across and within own organisation and across other agencies.	Desirable

Public health analysis and information management	Extensive practical experience of applying statistical, analytical and epidemiological skills, preferably in public health or a public health relevant setting. Experience of effectively handling and assimilating large volumes of data from a wide range of sources and applying these to public health and population-based problems. Expert knowledge and experience of using NHS information sources, and of non-NHS information sources relevant to public health and commissioning. Demonstrable experience of using statistical and analytical software. Comprehensive experience of using a range of information and evidence address health and wellbeing problems. Significant experience of presenting analytical results to a range of audiences.	Desirable/ Essential