

JOB DESCRIPTION

March 2015

DIRECTOR AREA: Public Health	Service Area: Health Intelligence
	Is this description a generic JD? No
GRADE: 9	JEM Reference No: 5121 Enhanced DBS Required? No
JOB TITLE: Public Health Analyst	
REPORTS TO: Programme Manager – Health Intelligence	
1	<p>PURPOSE OF JOB:</p> <ul style="list-style-type: none"> To contribute to the delivery of public health intelligence to Lincolnshire County Council, District Councils, NHS Clinical Commissioning Groups, and other local, regional and national bodies working to improve health and reduce health inequalities. This will include links upwards to NHSE and PHE. To work with customers to define and respond to their needs. To collate, analyse, interpret and present specialised information on health, health care, health determinants and wider determinants of health Contribute to the delivery of outcomes for commissioning strategies in line with the Commissioning For Lincolnshire approach. Assist, as appropriate, with: <ul style="list-style-type: none"> The implementation of new commissioned services and any redesign of existing services, performance review frameworks and joint review processes Embedding new ways of thinking and working Developing and maintaining strong, positive working relationships across service areas, with providers and partners To provide day to day leadership, advice and guidance to the commissioning team(s) and/or work within own area of responsibility Assist with the delivery of a consistent strategic commissioning approach across the Council. Continuously look for synergies and efficiency savings across the strategic commissioning areas
2	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <ul style="list-style-type: none"> The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

i	<p>Lead on the planning and delivery of selected projects, working with multiple stakeholders within and outside the organisation to define their needs.</p> <p>Analyse, interpret and present data on health and determinants of health in resident and registered populations in Lincolnshire using specialised advanced statistical and epidemiological techniques to enable organisations and commissioners to assess need and variations in need, identify priorities and monitor change.</p> <p>Produce written reports and give presentations on work undertaken as appropriate at all levels within and outside the organisation.</p> <p>Respond to ad hoc requests for information and advice from commissioners and Public Health Consultants, signposting to resources and liaising with colleagues when necessary to meet customers' needs efficiently and effectively</p> <p>Ensure accuracy and reliability of generated information, tracking back if necessary to audit the quality of primary data and acting on any identified problems</p> <p>Use literature, networks and other resources to keep abreast of developments in the fields of public health intelligence locally, regionally and nationally to inform the further development of Lincolnshire County Council's public health intelligence function.</p> <p>Work with analyst colleagues in nationwide Public Health Observatories and in local public health networks to share and develop resources, knowledge and skills in order to improve the efficiency and effectiveness of all.</p> <p>Develop personal knowledge and technical and managerial skills necessary to work effectively as a public health analyst.</p> <p>To support the Local Authority in delivering it's new responsibilities for Public Health, particularly on the aspect of providing population healthcare advice at a specialised level to the NHS</p> <p>To ensure adherence to good data probity, IG and safety/confidentiality in all work undertaken and to ensure this is maintained across the wider function.</p> <p>Assist with the production and review of the JSNA/JHWS as necessary</p> <p>On occasion and as requested, to work directly with the PH Caldicott Guardian (Consultant level post) to ensure the PH Director Area maintains good data probity/policies and audit.</p> <p>To undertake any other duties commensurate with the grade by negotiation.</p>
ii.	<ul style="list-style-type: none"> Assist with providing day to day leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory

		<p>partners)</p> <ul style="list-style-type: none"> • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects and/or specific work • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Assist with ensuring effective performance review arrangements are in place to manage service delivery/contracts • Monitor service delivery against expected outcomes and proactively manage performance • Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> ○ Personal Leadership ○ Being Future Focused ○ Political and Commercial Astuteness ○ Supporting a High Performing and Flexible Workforce ○ Drive for Results
	iii.	Contribute to the stimulation and engagement of the market from an operational aspect, building and maintaining strong, positive working relationships with service users, stakeholders, partners, providers and potential providers.
	iv.	Work with partners to ensure a robust approach to analysis and forecasting of population needs and balancing service delivery in terms of volume, cost and funding
	v.	Assist with reviewing and managing current use of resources and commissioning plans.
	vi.	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
	vii	Look to continuously improve services in area of responsibility, managing within allocated budgets and, identifying where possible, additional value for money savings
	viii	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
	ix	Ensure Council resources are optimised and utilised effectively and efficiently.
	x	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
	xi	As an employee, create a positive image of the County Council.
	xii	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers..
	xiii	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
	xiv	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
3.	MANAGEMENT OF PEOPLE No management responsibility SUPERVISION OF PEOPLE	

	<p>Regular supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for quality and quantity eg in particular, supervision/training of junior analysts, students, PH trainees etc as necessary in advance of the service.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>The potential impact of the role affects the population of Lincolnshire.</p> <p>The role will require a high level of autonomy and the devising and implementation of creative solutions to analysing some of the most intractable health and social issues facing localities within Lincolnshire. Often these will culminate in competing and critical deadlines which the post holder must manage</p> <p>The PHI analyst post is highly specialised, requiring an in-depth knowledge and use of advanced statistical techniques and epidemiological knowledge on a daily basis. As well as analysing data and the epidemiology of certain topics there will also be a requirement to propose and present evidence based solutions to a varied clinical and non-clinical audience at all levels</p> <p>The subject matter will be diverse in nature requiring expertise in taking creative and innovative approaches to the analysis of complex inter and intra-related health and social conditions which affect people's health and wellbeing.</p> <p>The post holder will be expected to help develop policies/procedures as necessary in their field of expertise, to assist with the development of the PHI function e.g. leading on and creating data sharing agreements with external stakeholders.</p> <p>The postholder will be expected to form links/lines of communication and good working patterns with NHSE and PHE at a regional level</p> <p>The post holder will be expected to represent, be involved and advance PHI support on various specialised working groups eg HNAs and other cross-team projects</p> <p>There will be a wider implication to this work, which impacts across Director Areas and Services or affecting large numbers of people. For example, recent Mental Illness & LD HNAs which had a majority steer and input from a analyst post holder have been assimilated into and informed the wider strategic work of the CCGs and Adult Social Care.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Managing relationships is a key skill for the role – success is critically dependent on the ability to develop multiples, trust-based relationships with a wide variety of Senior individuals, often working on contentious issues. Personal credibility will be crucial.</p> <p>There is a need to reconcile internal and external stakeholder interests. There will be frequent disagreements and differing perspectives between partners and the general public, especially around potentially contentious public health</p>

	<p>issues such as obesity</p> <p>The postholder is expected to have the skills and attributes to fulfil this role which will include daily contact with DMT officers assigned to a CCG area, Heads of Service and elected members.</p> <p>They will need to facilitate relationships with Assistant Chief Executives of partner agencies and the relevant government agencies and authorities. The post holder will work closely with partner organisations and this will include negotiating politically complex and sensitive pieces of work, often required to present to committees and boards directly on the outcomes of the work.</p> <p>There will also be an important direct link to the Caldicott Guardians at LCC. Data protection and good IG are essential, as the post holder will be expected to handle large volumes of sensitive data etc.</p>
6.	DECISIONS
	<p>a) Discretion</p> <p>The postholder will work autonomously for large periods of time.</p> <p>This post will require a high degree of discretion often working within the context of major policy and legislative requirements set down by national Government and its departments.</p> <p>The role and the impact of the decisions taken as a result of the role will have the potential to have major impacts on the strategic direction of service commissioning and delivery across a wide range of internal and external partners (inc CCGs)</p>
	<p>b) Consequences</p> <p>The potential consequences of the role are expected to affect both:</p> <ul style="list-style-type: none"> <input type="checkbox"/> organisations, in respect of the impact the role will have on informing the commissioning decisions taken across a number of service areas at both an operational and strategic level; and <input type="checkbox"/> communities, in respect of the health and quality of life of people living and working in Lincolnshire if commissioned service decisions are not informed appropriately based on PHI analyst advice <p>The role will be supporting the improvement of the population's health as well as tackling of health inequalities through supporting commissioning decisions. Therefore, the consequences of the role (in getting analysis wrong) are likely to be significant and wide ranging across the community as well as reputationally/financially damaging</p>
7.	RESOURCES
	<p>Laptops and other IT equipment which will regularly be used at home or out of the office due to the mobile nature of the role</p>
8.	WORK ENVIRONMENT

	<p>a) Work Demands</p> <p>Frequent, demanding and non-negotiable deadlines in the face of changing and conflicting priorities across different service areas and between agencies. There will be regular public health incidents which require emergency intervention for different time durations eg quick and adroit interpretation of new national datasets.</p>
	<p>b) Physical Demands</p> <p>Combination of sitting, standing and walking. This is a desk based post with requirement to attend meetings throughout the working week.</p>
	<p>c) Working Conditions.</p> <p>Normal office conditions</p>
	<p>d) Work Context</p> <p>There is a frequent requirement for concentration and the work pattern is unpredictable with numerous competing deadlines.</p> <p>Prolonged concentration required when analysing statistical information, writing reports, and working on complex data analysis.</p> <p>Little exposure to distressing circumstances expected</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder will be required to work autonomously on a number of complex issues. The role will, therefore, require a sound knowledge of public health policy, epidemiology, statistics and legislation as well as an understanding of complex political, organisational and community expectations.</p> <p>As such the requirements for the role are as follows:</p> <p>Qualifications</p> <p>Essential: Educated to degree level Able to demonstrate significant postgraduate level training in public health, epidemiology and/or other job relevant areas including advanced/high level epidemiological statistics</p> <p>Desirable: Degree with significant statistical or biostatistical content Member of the RSPH</p> <p>Knowledge</p> <p>Essential: Knowledge of Data Protection & IG compliance Specialist knowledge of advanced statistical methods Specialist knowledge of analytical methodologies</p>

	<p>Specialist knowledge of approaches to epidemiological analysis Knowledge of current public health policy Knowledge of data sources and data quality issues Desirable: Knowledge of specialist PC Tools e.g. SQL Server, Map-Info, SPSS Knowledge of the work of Public Health Observatories</p> <p>Skills</p> <p>Essential: Employs Data Protection & IG compliance skills Highly numerate with the ability to analyse and interpret specialist, complex health, healthcare or epidemiological data. Report writing skills and ability to present complex though/work clearly Excellent interpersonal and communications skills, including presentation skills Ability to write clearly and to present information in a variety of formats that are easily to understand by a clinical and non-clinical audience. Extensive working knowledge of MS Office – Excel, Word, Access and Powerpoint</p> <p>Desirable</p> <p>Knowledge /awareness of SQL, including writing queries/reports</p> <p>Disposition</p> <p>Essential: Able to engage with people at all levels, including senior managers, directors and elected members. Good empathy skills in reading an audience and delivering the information at an appropriate level.</p> <p>Circumstances/special demands of post</p> <p>Essential: Willingness to travel in order to work/liaise with partners, stakeholders and clients</p>
	<p>10. GENERAL</p> <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Equal Opportunities - The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p>Health and Safety - The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: [Manager]
Job Description agreed by: [Post holder]

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your HR Adviser.

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