

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 5121

Service Area: Public Health

Grade: G9

Job Title: Public Health Analyst

PURPOSE OF JOB:

To contribute to the delivery of public health intelligence to Lincolnshire County Council, District Councils, and NHS partner organisations, and other local, regional and national bodies working to improve health and reduce health inequalities. This will include links upwards to NHSE.

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.

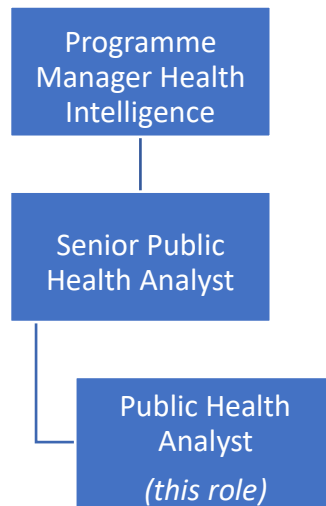
Contribute to the delivery of outcomes for commissioning strategies in line with the Commissioning for Lincolnshire approach. Assist, as appropriate, with:

- 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.

STRUCTURE CHART:**MAIN DUTIES:**

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:

- | | |
|----|---|
| 1. | <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 nationally, regionally 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 its' new responsibilities for Public Health, particularly on the aspect of providing population healthcare advice at a specialised level to the NHS.</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. Assist with the production and review of the JSNA/JHWS as necessary. 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. To undertake any other duties commensurate with the grade by negotiation.
2.	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 partners). 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.
3.	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.
4.	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.
5.	Assist with reviewing and managing current use of resources and commissioning plans.
6.	Assist with the implementation of service strategies and delivery plans to meet the Council's targets and objectives.
7.	Look to continuously improve services in area of responsibility, managing within allocated budgets and identifying where possible, additional value for money savings.
8.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
9.	Ensure Council resources are optimised and utilised effectively and efficiently.
10.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff where appropriate to achieve performance excellence.
11.	As an employee, create a positive image of the County Council.

12.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
13.	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.
14.	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.

KNOWLEDGE AND SKILLS:			
Requirements	Where identified*	Essential	Desirable
Educated to degree level or able to demonstrate significant postgraduate level training in public health, epidemiology and/or other job relevant areas including advanced/high level epidemiological statistics.	A/I	x	
Degree with significant statistical or biostatistical content.	A		x
Member of the RSPH.	A		x
Knowledge of Data Protection & IG compliance.	A/I	x	
Specialist knowledge of advanced statistical methods.	A/I	x	
Specialist knowledge of analytical methodologies.	A/I	x	
Specialist knowledge of approaches to epidemiological analysis.	A/I	x	
Knowledge of current public health policy.	A/I	x	
Knowledge of data sources and data quality issues.	A/I	x	
Knowledge of specialist analytical tools.	A/I		x
Knowledge of the work of national and regional public health intelligence groups.	A/I		x
Employs Data Protection & IG compliance skills.	A/I	x	

Highly numerate with the ability to analyse and interpret specialist, complex health, healthcare or epidemiological data.	A/I/T	x	
Report writing skills and ability to present complex though/work clearly.	A	x	
Excellent interpersonal and communications skills, including presentation skills.	I	x	
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.	A/I	x	
Extensive working knowledge of MS Office package.	A/I	x	
Knowledge /awareness of SQL, including writing queries/reports.	A/I		x
Able to engage with people at all levels, including senior managers, directors and elected members.	A/I	x	
Good empathy skills in reading an audience and delivering the information at an appropriate level.	A/I	x	
Willingness to travel in order to work/liaise with partners, stakeholders and clients.	A/I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to 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.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

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.