JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Wellbeing	Job Ref Number: 03046
Service Area: Public Health	Grade: 6

Job Title: Public Health Intelligence Systems & Data Officer

PURPOSE OF JOB:

To be responsible for the creation of reports and data sets that allow the Public Health Intelligence Team, public health division and Council to easily consume processed, quality assured, data, including through the digital automation of processes and reporting.

To identify, collate and manage sources of intelligence generated through various partners and channels.

To create and maintain robust data protocols for the effective and controlled management of large, identifiable and sensitive dataset.

To take personal responsibility for data and processes, working with others in the Public Health Intelligence team and outside of it, to embed protocols and ensure understanding and compliance.

To analyse and interpret intelligence, identifying trends and issues and to develop opportunities for service improvements.

To act as an expert in relation to the sourcing, processing and quality assurance of agreed data sets within and external to the Health and Care sector.

To implement a structured approach to the use of intelligence that can lead to and support service improvements and cost savings.

To support the Public Health Intelligence team in developing processes and approaches for the import, processing, assurance and export of data.

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

• Embedding new ways of thinking and working

• Developing and maintaining strong, positive working relationships across service areas, with providers and partners

Assist with the delivery of a consistent strategic commissioning approach across the Council.

Continuously look for synergies and opportunities for continuous improvement across team processes and working, strategic commissioning areas and with joint intelligence work with health and care partners.

TEAM STRUCTURE:
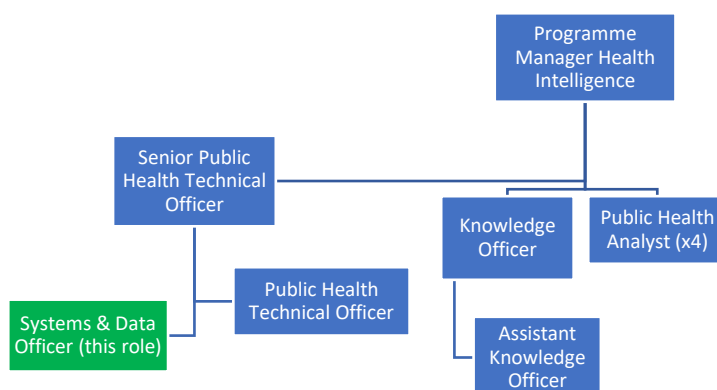
	MAIN DUTIES:
1.	Be responsible for the creation of reports and data sets that allow the public health division and others to easily consume processed, quality assured and validated data, including through digitally automated processes.
2.	Take responsibility for a portfolio of public health intelligence processes and outputs, ensuring these are delivered in a timely, appropriate and quality assured manner.
3.	Develop, implement, test and maintain reporting databases (i.e. the transformation of primary datasets from existing databases into reportable items) and associated reporting software, to facilitate the provision of intelligence.
4.	Develop appropriate digital automation of importation, processing, validation and reporting processes.
5.	Identify, collate and manage sources of readily and non-readily available intelligence generated through various partner activities and channels.
6.	Advise and offer improvements to data processing within Public Health and partner organisation and identifying opportunities to improve reporting and dashboard provision, supporting the consolidation, streamlining, quality assurance and provision of intelligence.
7.	Support the integration of new techniques and technologies improve reporting and analysis and data presentation including dashboard development, infographics and videos.
8.	Create and maintain robust data protocols for the effective and controlled management of large, identifiable and sensitive datasets, ensuring these meet legal requirements, including those relating to Information assurance.
9.	Take personal responsibility for data and processes, to embed protocols and ensure understanding and compliance, supporting managers and professionals as required.
10.	Analyse and interpret intelligence, identifying trends and issues and presenting to others, including senior managers and service commissioners, to support service improvement.
11.	Contribute intelligence to commissioning reviews and evidence bases including the JSNA.
12.	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.
13.	Provide expert advice and guidance as appropriate for own area of expertise.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant demonstrable experience in a relevant technical data role.	A/I	✓	
Skills in high level coding (e.g. R, R	A/I/T	✓	

Markdown, Python) and the ability to learn new coding languages, use and administration of reporting software, and core Microsoft applications – word, excel, access and powerpoint			
Experience of relational database design, build and maintenance (e.g. SQL Server)	A/I	✓	
Experience of extracting data from third party sources using web APIs	A/I		✓
Application of security models for ensuring appropriate access to systems and data	A/I	✓	
Experience of data automation including data processing, reporting and analytical manipulation	A/I	✓	
Knowledge and experience of database management and intelligence provision	A/I	✓	
Ability to process large, changeable and complex primary datasets from a variety of systems, and identify business opportunities for reporting and/or process improvement	A/I	✓	
Experience of data analysis and reporting in a variety of formats	A/I/T	✓	
Good interpersonal skills, communicating effectively orally and in writing to a range of audiences	A/I	✓	
Knowledge and understanding of the General Data Protection Regulation, Caldicott, Data Protection Act and the Freedom of Information Act.	A/I	✓	
Working knowledge of public health data sources and service provision	A/I		✓

*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.