

JOB DESCRIPTION

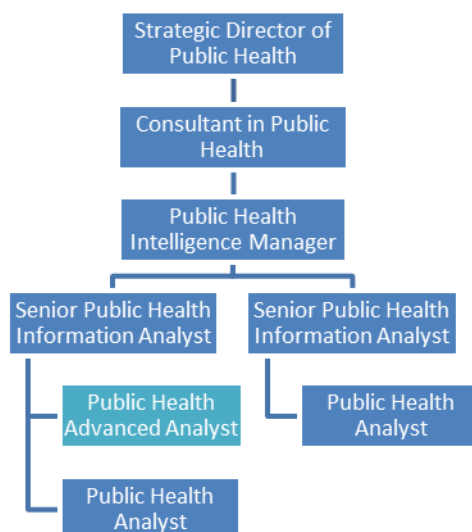


Job Title	Public Health Advanced Analyst		
Salary	£39,782 - £44,632 per annum (18 month fixed-term contract with potential to become permanent)		
Directorate:	Public Health for Berkshire	Section/Location:	Time Square
Grade/Salary Range:	Grade E SCP 37 - 42	Work style:	Free

Key Objectives of the role

- Manage the timely production of specialist public health reports, dashboards and other products to inform the local response to COVID-19. This will include all aspects of data management and analysis, such as data access, storage, information governance and analysis.
- Communicate and explain complex data clearly and accurately, allowing diverse audiences to understand the key messages.
- Contribute to the overall management and successful delivery of the Informatics Team's Business Plan, including deputising for the Senior Public Health Analyst and leading on priority projects.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Manage complex and highly sensitive data in accordance with information governance legislation and local policy.
- Manage the timely production of specialist public health reports, dashboards and other products with a specific focus on the local COVID-19 Surveillance programme.
- Use visualisation, presentation and communication techniques to explain complex data clearly and accurately, allowing diverse audiences to understand the key messages.
- Proactively adapt intelligence products to meet the needs of public health decision makers.
- Provide guidance and expertise on a range of public health intelligence topics, such as data access, information governance, data sources and statistical or analytical methods.
- Work proactively and collaboratively across the Public Health Shared Team, the Berkshire Public Health Network and also with peers in the wider local health and care systems.
- Provide project management for cross-Berkshire public health information projects, ensuring they are completed to time and budget, using project management methodologies.
- Contribute to training for the Informatics Team and other public health colleagues on data interpretation, analytical techniques and the use of available data tools.

Scope of role

This post is responsible for producing the intelligence that decisions about local outbreak prevention and management will be based on. The accuracy and timeliness of this information will be key to maintaining public confidence in our response and for the effectiveness of the response itself.

This is a complex arena and the postholder will need to manage multiple and competing data flows, able to present information prompt and accurately in such a way that enables swift decisions under pressure. The data itself will be highly sensitive.

The data products will form the backbone of the public engagement work for COVID-19 management with potential to inflame or placate public anxiety. Accurate and sensitive analysis will be crucial.

The post will be based at Bracknell Forest Council, in Time Square Bracknell, but will be based at home until office working recommences.

Commitment to the Council's Equal Opportunities policy at all times.

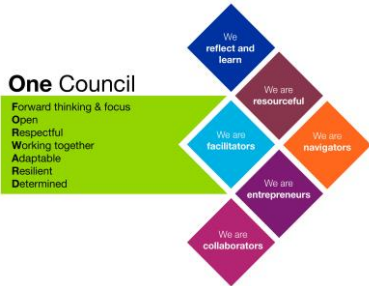
Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>First degree or equivalent relevant experience, reflecting strong numeracy skills ideally in public health, statistics, or a health-related field.</p> <p>Demonstrated commitment to ongoing professional development.</p>	<p>Master's degree or other evidence of advanced knowledge relating to health, public health or health informatics.</p> <p>Qualification in Statistics or Epidemiology.</p> <p>Project or Programme Management qualification.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge of techniques used in Public Health, which are relevant to the analysis and interpretation of large health data sets.</p> <p>Experience of health information analysis, working at a senior level in the health service, local authority, academic or related field.</p> <p>Knowledge of the principles of data management, data quality, data security and information governance within a local government and health setting.</p> <p>Knowledge of diverse information systems used in both health and local government.</p> <p>Advanced knowledge of Excel (in-depth use of functions, statistical tools and VB) and Access.</p> <p>Knowledge and experience with Miquest, Management Studio, SQL or equivalent.</p> <p>Skilled in analysis and visualisation of data into meaningful intelligence.</p> <p>Ability to work in partnership with other organisations and stakeholder groups.</p> <p>Experience of project management in a local authority or health setting.</p>	<p>Knowledge of SPSS, R or other statistical packages relevant to analyses of large health data.</p> <p>Knowledge and experience in Power BI or other data visualisation tools.</p>

Work-related Personal Requirements	<p>Excellent interpersonal and communication skills, with the ability to convey complex statistical matters to a range of audiences.</p> <p>Self-motivated with excellent organisational skills.</p> <p>Innovative and creative with a willingness to respond to new ideas.</p> <p>Ability to work under pressure with a high degree of accuracy, and to manage and prioritise a diverse workload, whilst meeting deadlines.</p> <p>Ability to work both independently and as part of a wider team.</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken and written English.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974.</p> <p>Understanding and knowledge of information security principles in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (2016).</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
Role models and demonstrates the Council's values and behaviours	 <p>The diagram features a green arrow pointing right, labeled 'One Council'. Inside the arrow are the words: Forward thinking & focus, Open, Respectful, Working together, Adaptable, Resilient, and Determined. To the right of the arrow is a diamond shape composed of six smaller diamonds, each with a different color and text: 'We reflect and learn' (blue), 'We are resourceful' (red), 'We are facilitators' (light blue), 'We are navigators' (orange), 'We are entrepreneurs' (purple), and 'We are collaborators' (pink).</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.