

JOB DESCRIPTION

Job Title:	Level 7 Health Care Intelligence Specialist Apprenticeship (FTC 36 months)
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Directorate:	Place	Salary:	£41,771 - £44,075 plus LWA £729
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Section:	Public Health	Grade:	BG-F SCP 31-33
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Location:	Time Square	Work Style:	Hybrid
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Key Objectives of the role

To focus on analysing health and care data to improve public health outcomes, support policy making, and enhance the efficiency of healthcare services.

To work with large datasets, collaborating with other local government departments and NHS services, and ensuring compliance with public health regulations.

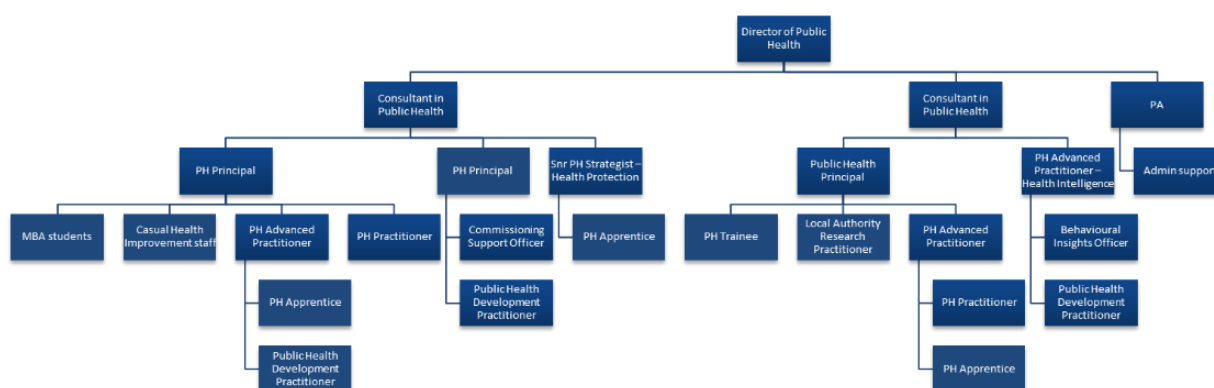
To support strategic decision-making by contributing to evidence-based insights and supporting the application of data as intelligence that can inform policy and practice.

Designation of post and position within departmental structure

The post will sit within the Public Health Team and will directly report to the Advanced Public Health Practitioner in Health Intelligence. The Director of Public Health (DPH) will also have close oversight of the post and its progress. Bracknell Forest's DPH takes the lead senior responsible office role for academia, research and workforce development for East Berkshire as a whole.

You will be part of a national cohort of five apprentices. Learning will be delivered remotely, and you will bring that learning into the workplace, providing innovative solutions for analytical tasks. You will be supported with work-based tasks to help you achieve the knowledge, skills and behaviours being assessed.

The post will also work closely with the and the Local Authority Research Practitioner (LARP) and Behavioural Insights Officer to build the research and intelligence function of the Public Health team and organisation.



Daily and monthly responsibilities

MAIN ACCOUNTABILITIES:

1. Data Analysis, Interpretation and Insight Generation

- Link, analyse and interpret complex health, care, and population data using appropriate epidemiological, statistical and forecasting techniques to identify patterns, inequalities, and priority needs across Public Health and the wider organisation
- Support and develop local surveillance systems to monitor trends, risk factors, and service delivery in areas such as health improvement, health protection, housing, environmental health, and community safety
- Apply analytical techniques to support local priorities including Joint Strategic Needs Assessments (JSNAs), health equity audits, service reviews

2. Evidence, Evaluation and Research

- Assess and synthesise evidence on the effectiveness of interventions, services, and policies across a broad range of public health and health and social care areas
- Support and contribute to the design and delivery of health and care surveys, service evaluations, community consultations, and research projects
- Critically appraise and apply relevant research to inform local policy, strategy, and commissioning decisions
- Contribute to developing outcome frameworks and performance indicators for evaluating population-level impact

3. Communication, Visualisation and Influence

- Translate complex data and evidence into actionable insights through the development of clear reports, visual dashboards (e.g. Power BI), infographics, and briefings for a range of stakeholders
- Present analysis and intelligence to a range of audiences, including technical and non-technical stakeholders, senior leaders, and community representatives
- Facilitate the use of evidence in decision-making, strategy development, and service planning across public health and health and social care teams

4. Strategic Support and Partnership Working

- Contribute analytical input to the development, implementation and review of multi-agency strategies, including those focused on reducing health inequalities, addressing community risk, and improving wellbeing
- Support collaborative projects with local partners, including the NHS, community organisations, emergency services, and other council teams

- Build and maintain effective working relationships with colleagues and external stakeholders, contributing to a culture of evidence-informed practice
- Engage in consultation and public involvement exercises to ensure that insight reflects local lived experience and need

5. Service Improvement and System Development

- Provide data and intelligence support to improve the quality, equity, and effectiveness of services delivered across Public Health
- Advise on the development of information systems to support analysis, surveillance, and decision-making
- Assist in identifying areas of underperformance and contribute to the development of recovery plans, particularly within public health programmes
- Promote a culture of continuous improvement through the use of evidence, benchmarking, and learning from best practice

6. Apprenticeship Learning and Professional Development

- Dedicate approximately one day per week to structured academic learning delivered by Jane Goodwin Associates (JGA), completing all required modules and assessments
- Apply learning from the academic programme to day-to-day work tasks and project assignments
- Actively participate in supervision, reflective learning, and team development sessions

Take responsibility for personal development through regular review, CPD activities, and contribution to peer learning.

Public Health Intelligence Level 7 apprenticeship

This 36-month apprenticeship includes a taught element (1 day/ week) alongside on the job training and development. The taught modules cover:

- The Health and Social Care System
- Personality, Stakeholders and Working Relationships
- Leadership and Management
- Project leadership
- Information, Evidence and Recommendations
- Study Design and Methodologies
- Data analysis, and Evidence Informing Decision Making
- Interpretation, Transfer and Dissemination of Information
- Finance, Economics and Planning

Further details of the taught elements can be found here: [Health & Care Intelligence Specialist Apprenticeship Level 7 - JGA - Developing Futures \(jga-group.com\)](#)

An overview of the apprentice can be found here: [Health and care intelligence specialist / Institute for Apprenticeships and Technical Education](#)

This role will require a willingness to commit fully to the Apprenticeship Programme, attending sessions and completing apprenticeship related learning as required by the provider.

To qualify for apprenticeship funding, you need to have been a UK resident for the last 3 years and not solely for educational purposes. You must not already hold a related higher-level qualification

Please note the postholder must be available to commence employment and the apprenticeship on or before 19th December 2025.

Scope of role

The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the annual public health objectives. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. there is no budget or resource control required for this role.

The postholder will ensure that where they are collecting, calculating, recording, analysing or reporting data, it is accurate, reliable and consistent to ensure that decision-making processes are based on the highest quality data in accordance with the Council's Data Quality Statement. The post holder will also ensure that sensitive and personal data is handled in accordance with data protection legislation and Council policy.

The post does not require any line management responsibility but may require management of suppliers and providers of research including research partners.

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

This role is part funded by NHS England (South East) and has been evaluated in line with the NHS Agenda for Change Band 6

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Educated to degree level in a relevant subject with a core numerical component and/or equivalent level of experience and training from working within the NHS or public health in a similar role. (See job advert for details of degree level requirements)</p> <p>Maths and English GCSE at Grade C/4 or above (or equivalent)</p>	<p>Qualification in Statistics or Epidemiology</p> <p>Qualification in informatics field.</p> <p>Knowledge of Population Health Intelligence approaches</p> <p>Project management qualification</p> <p>Demonstrable commitment to continuous professional development</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>In-depth knowledge of analysis and the use of information across Public Health, Health and Social Care or NHS acquired through experience and training</p> <p>Knowledge of population health intelligence dataflows</p> <p>Advanced working knowledge of analytical packages such as R, Power BI or SSMS</p> <p>Strong statistical knowledge</p> <p>Extensive knowledge of Microsoft Office tools</p> <p>Strong written and verbal communication skills including the ability to competently present information for a variety of audiences, including senior leaders</p> <p>Extremely strong numeracy, data manipulation, statistical, interpretative and analytical skills with the ability to provide actionable insights from complex datasets</p> <p>Awareness of Information Governance related especially to Personal Identifiable Data (PID). Ability to complete intensive, modular learning sessions at level 7 (master's degree level)</p>	<p>Experience of leading negotiations dealing with highly complex, highly sensitive or contentious information</p> <p>Experience in creating, maintaining and updating Power BI based reports</p> <p>Experience of creating briefing papers and analytical reports and presenting to a varied group of internal and external stakeholders</p> <p>Awareness of health information issues/national informatics initiatives/NHS and GP information requirements to support public health approaches, assessment of health needs and service commissioning</p>

	<p>Analytical approach demonstrating attention to detail</p> <p>Ability to manage own workload and prioritise that of others</p> <p>The promotion of equality of opportunity and good working relations</p> <ul style="list-style-type: none">• An ability to maintain confidentiality and trust• Professional, calm and efficient• Positive and flexible approach to work <p>Experience of information handling and integration of data from disparate sources</p> <p>Detailed practical technical knowledge and experience of databases, including data import and processing</p> <p>Experience of setting up and implementing internal processes and procedures</p> <p>Significant experience of manipulating health data flows</p> <p>Strong understanding of public health data and regulatory requirements</p> <p>Ability to work with government databases and public health information systems</p> <p>Commitment to improving public health outcomes</p> <p>Ability to navigate and comply with governmental processes and regulations</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare</p>
Work-related Personal Requirements	<p>Hybrid working with at least 20% based in Bracknell Forest Council offices, Time Square</p>

	There may be requirements to occasionally travel to events to support the role e.g. local and regional research network meetings and events
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities</p> <p>We make our values real by demonstrating them in how we behave every day</p>

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

