

Role Title	Public Health Analyst
Job Family	Public Health (Stronger Communities Directorate)
Competency Level	Principle Officer
Pay Range / Scale	PO6
Purpose	
<p>The Public Health Intelligence team provides specialist information, analysis and advice about residents' health and wellbeing needs in order to inform policy and commissioning decisions and strategy development to improve population health and reduce health inequalities.</p> <p>This key role within the team is responsible for leading and innovating the Council's use of public health data to gain real insight that identifies challenges and opportunities. The Public Health Analyst will use expertise in data to undertake a variety of analyses, research and data-related projects (e.g. needs assessments) to provide accurate, meaningful insights to inform and support the Public Health Team in developing and delivering public health programmes.</p> <p>In addition, the post has a wider public health function that includes collaborative working across the Council to contribute to the Waltham Forest Missions and tackle health inequalities across Waltham Forest.</p>	
Generic Accountabilities	End Results/Outcomes
To understand and comply with the Council's Equal Opportunities Policy.	The Council's Equal Opportunities Policy is fully integrated and represented in all relevant work.
To demonstrate a commitment to the Council's Core Values and to the Council's Management Standards.	The Council's Core Values and Management Standards will be considered in all of the role accountabilities and activities.
To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.	Relevant health, safety and welfare requirements are met.
To undertaking all work in line with Council policy and standards to ensure that services meet legislative requirements and the expectations of the public and maintain a good reputation.	<p>Ensuring all information acquired through your employment, both formally and informally, is treated in accordance with Data Protection requirements and Caldecott principles.</p> <p>Ensuring client records and archive systems are maintained in accordance with departmental procedure, policy and statutory requirements.</p> <p>Ensuring compliance with the Code of Conduct and practice guidelines, rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</p>

Role-specific Accountabilities	End Results/Outcomes
<p>Lead the statistical analysis for the Public Health Team in its delivery of its core responsibilities in Health Improvement, Health Protection & Healthcare Public Health by provision of research, intelligence, evidence reviews and policy analysis.</p>	<p>High quality intelligence and insight is provided in a timely way to support the day to day work of the Public Health team, including strategy development, commissioning, the provision of public health guidance/advice, service performance management and project/programme evaluation.</p> <p>Be responsible for the operation of one or more health intelligence information systems for department/service as a major responsibility.</p> <p>Skills and knowledge are used to proactively contribute to the work of the Public Health team and to shape and plan the strategic priorities of the Public Health Intelligence team.</p>
<p>Lead on completing complex analytical projects. This may involve designing a research/analytical project, managing a project and delivering outcomes to a wide range of stakeholders.</p>	<p>Large and highly complex data sets (including confidential information) are received, managed, cleaned, recoded and validated for further statistical analysis. These include but are not limited to online datasets such as Office of National Statistics (e.g. census data), Snowflake data, NHS Digital data (including birth and mortality data), Hospital Episode Statistics (HES) data, primary care and social care data, NEL ICB population health explorers/metrics, drugs and alcohol data (e.g. NDTMS), sexual health (e.g. HIV/STI Data Exchange), immunisations and vaccinations, and other data sources such as social care, housing, education etc.</p> <p>Complex analytical projects are planned well and executed with precision, from project design through to effective project management to the delivery of valuable outcomes. Methods for analysing health and health inequalities data identified through scientific literature, training and/or national policy documents and applied. For healthcare data, a population health management approach will be taken if possible.</p> <p>Diverse stakeholders benefit from comprehensive and well-executed analyses, enabling data-driven decision-making and informed strategic actions.</p>
<p>Lead on the creation and improvement of the public health evidence base and service provision and the creation of a high-quality suite of needs assessments that cover a wide range of thematic areas.</p>	<p>High quality intelligence and insight is produced and brought together to create accurate assessments of the needs of Waltham Forest residents (including considering inequalities within these needs) across a range of thematic areas or based on stages of the life course e.g. sexual health, Babies, Children and Young People, substance misuse, mental health. These needs assessments are based on a wide range of quantitative and qualitative data.</p> <p>Needs assessments are produced in a timely way and by working with a wide range of stakeholders across the health and social care sector and the voluntary and community sector, both internal and external to the</p>

	<p>Council. This allows senior directors, managers and elected members to draw upon robust evidence and analysis when they are planning and prioritising the delivery of Council services.</p> <p>Sound and innovative analytical techniques, drawing on statistical good practice are used and reports are presented in a highly visual format that provides clear insight and analysis.</p>
Visualise, publish and disseminate data and analysis through presentations and innovative data tools.	<p>Reports are prepared, distributed and presented in line with required quality standards and specified timeframes and contributions are provided to reports which will be used by others in the development of policies and services to meet the Council's priorities, leading on behalf of the Public Health Intelligence Team.</p> <p>Develop and maximise the use of geographical information systems, ensuring that mapped data are available and effectively utilised within the Council.</p> <p>Support the dissemination of statistics and information to all stakeholders via a number of different media, electronically or written reports, and via verbal presentations to a variety of audiences, adapting material as required.</p>
Develop and maintain access to health and care datasets to enable analysis that supports health improvement, strategic public health priorities, and integrated health and care outcomes, and reducing health inequalities through addressing the wider determinants of health (for instance through health and wellbeing impact assessment).	<p>A high quality and comprehensive data asset register is maintained to enable ongoing access to health and care data sets to enable analysis that supports the work of the Public Health team. Any gaps are proactively identified and access to relevant datasets are gained and maintained.</p> <p>Keep abreast of relevant national information developments as part of continuous professional development.</p> <p>Work very closely with relevant stakeholders on data and information sharing arrangements, and joint approaches to analysis and interpretation of data from disciplines other than health such as adult social care, housing and education.</p>
Effectively collaborate with a wide variety of analytics partners to deliver joint intelligence	<p>Work with colleagues in other Council data and intelligence teams, with other public health intelligence teams, with NHS analysts, and with academic partners via networks to share and develop resources, knowledge and skills in order to improve the efficiency, effectiveness and accessibility of information and intelligence.</p>
Lead the development and delivery of training to support the data and analysis learning and development needs of the Public Health Team	<p>Proactive identification of the data and analysis learning and development needs of the Public Health Team.</p> <p>Lead the design and delivery of a comprehensive programme of training for the Public Health Team to enable them to source, analyse, interpret, and present public health</p>

	data more effectively.
Lead the development of information sources and infrastructure to support and develop a strong health and wellbeing intelligence function across the health and care directorate, wider council and place based health and care partnership, working with public health and other analysts, the Public Health team and other relevant staff in the Council and North East London (NEL) Integrated Commissioning Board (ICB).	<p>Gaps in local and regional public health information are proactively identified. Identify, propose and implement changes to working practices to improve the quality of information delivery that will affect other disciplines or parts of the service.</p> <p>Adapt, design information systems to meet the specifications of others and to meet the needs of the service and create systems and templates to make future analysis easier.</p> <p>Support the design and adaptation of public health information systems and datasets in conjunction with partner organisations as appropriate, to reflect the information and intelligence needs of the Council and its partnerships. Public health information systems and datasets are meticulously designed and adapted to align with these evolving needs.</p>
Comply with the Council's information governance and data quality frameworks and associated policies and procedures	<p>Have a high level of understanding of how to work, store and transmit data in accordance with data protection, Caldicott Guardian, freedom of information systems and confidentiality principles.</p> <p>Public Health analysis is developed and undertaken in compliance with the principles and requirements of the Data Protection Act and related regulations and guidance.</p> <p>Data generated or used by the postholder is accurate and reliable.</p> <p>The postholder understands their responsibility for data quality and complies with all relevant policies and procedures.</p> <p>Any issues with data quality are detected, reported, escalated where necessary, and proactively resolved.</p>
Contribute to the implementation of the Council's arrangements for completing equality analyses and complying with the performance and data requirements of the Equality Act	<p>Data is disaggregated by equality group where available.</p> <p>Variations and inequalities in need, experience and outcomes are identified, analysed, and reported.</p> <p>Action is taken within agreed timescales to ensure the Council complies with the performance and data requirements of the Equality Act.</p>
Knowledge, skills and experience	
Qualifications <ul style="list-style-type: none"> Degree or equivalent qualification in relevant subject or area 	

Knowledge

- A strong understanding (and experience) in using statistical and epidemiological methodologies for interpreting and understanding datasets.
- Highly numerate with skills and experience in the analysis and interpretation of data.
- Knowledge of relevant national and international legislation pertaining to the Government/Public Sector IT such as Data Protection Act, GDPR, and Freedom of Information Act, including knowledge of basic confidentiality and data protection requirements that apply to the processing of information.

Skills

- Advanced user of MS Office productivity software, such as Outlook, Word, PowerPoint and Teams.
- Advanced user of Microsoft Office Excel including the use of a wide range of formulas and an understanding of macros and pivot tables.
- Experienced user of data analysis and reporting packages such as R/R Studio, Microsoft Access and Power BI.
- Experienced user of GIS software such as MapInfo, ArcGIS, Statmap to produce maps and special analysis.
- Ability to learn new tools and skills quickly; and to continuously develop technical, leadership and communication skills. Able to horizon scan to stay up to date with the latest technology and research and support others to understand and engage with these tools and skills.
- Ability to effectively scope, plan and deliver analytical projects producing high-quality outputs.
- Highly developed skills in the analysis and interpretation of large complex datasets.
- Excellent written and verbal communication and presentation skills, with experience in disseminating information and complex statistical/epidemiological details through written reports and presentations to a wide range of audiences.
- Able to visualise data to present the 'story' of data in a meaningful way, to technical and non-technical users by translating intelligence into insight.

Experience

- Substantial experience of working with health-related data and information systems.
- Experience in responding to wide range of public health queries timely and effectively.
- Experience of providing complex public health information and statistical advice to senior management to support strategic and operational decision making.
- Substantial prior experience of analysing and reporting complex data and information, preferably within a health or social care context.
- Experience of contributing to the delivery of public health strategies, needs assessments and other projects, working with a wide range of stakeholders.
- Experience of implementing a wide variety of data techniques to analytical projects.
- Experience in developing and sharing good data practice with other teams.
- Experience in the training and development of others in health-related data use and epidemiological skills.
- Conscientious and proven team worker with the ability and experience to engage with people at all levels.
- Accustomed to managing conflicting deadlines and a demanding workload.

Nature of Contacts

<p>Responsible for managing sensitive situations and issues.</p> <p>May be responsible for managing and collaborating with external contractors if/when required.</p>
<p>Procedural Context</p>
<p>Information, analysis and advice prepared and presented by the postholder is used by members, officers and partners to inform the prioritisation, planning, delivery and evaluation of Council services.</p> <p>The postholder will be required to quality assure the work of colleagues within and outside of the Public Health Team to ensure work is accurate and of high quality.</p>
<p>Key Facts and Figures</p>
<p>The postholder is expected to work flexibly across the Public Health Team as required.</p>
<p>Resourcing</p>
<p>Reports to Senior Public Health Intelligence Analyst.</p> <p>Budget Responsibilities: None.</p> <p>Supervisory Responsibilities: May be responsible for line managing up to one member of staff.</p>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.