

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Public Health Analyst		<b>Director/Service/Sector:</b> Public Health, Wellbeing & Community Health Services		<b>Office Use</b>	
<b>Band:</b> 6		<b>Workplace:</b> County Hall			JE ref: HRMS ref:
<b>Responsible to:</b> Lead Public Health Analyst		<b>Date:</b> 01.03.18	<b>Manager Lever:</b>		
<b>Job Purpose:</b> To contribute to development and analysis of performance information within the Public Health Service.					
<b>Resources</b>		Staff	No staff responsibility		
		Finance	Contribute to the efficient and effective running of the team		
		Physical	Day to day responsibility for allocated resources, PC, office equipment etc.		
		Clients	Directors, Heads of Service, wide range of staff and managers across the council. Ensure compliance with relevant legislation, council policies and procedures.		
<b>Duties and key result areas:</b>					
<div><div>1. To collect and maintain performance management information relating to commissioned public health interventions, department performance and Public Health Outcomes Framework, which will help inform public health commissioners in developing long term strategies to improve health and wellbeing for the population of Northumberland.</div><div>2. To establish and maintain ICT systems, including databases, analysis software (SNAP, SPSS and tableau) and GIS.</div><div>3. To provide mapping services by the production of standard geographical maps and analysis of geo-spatial data using software such as GIS.</div><div>4. Develop and undertake complex data collections and analysis using various IT packages, sometimes to an advanced level.</div><div>5. Undertake statistical analysis to benchmark data, often to an advanced level and possibly requiring complex mathematical and technical skills.</div><div>6. Design, development and production of reports analysing performance management information, drawing out the significance and limitations of quantitative and qualitative information</div><div>7. To be responsible for the collection and maintenance of records in large databases which relate to commissioned public health interventions, departmental performance and Public Health Outcomes Framework, which will help inform public health commissioners in developing long term strategies to improve health and wellbeing for the population of Northumberland.</div><div>8. To support Corporate benchmarking initiatives and provide analytical support to enable data to be used more effectively.</div><div>9. Undertake automation of data production to make processes more efficient, e.g. to develop exception reports which can be used by senior members of the team and other stakeholders.</div><div>10. To support the development of new ways in which information can contribute to the Public Health Service, Corporate Plan and other key organisational strategies.</div><div>11. To represent the team as directed by manager in discussions / meetings, and deputise for them as directed.</div><div>12. To maintain appropriate work records to the required service standards, observing data protection principles, privacy and confidentiality rules and procedures.</div><div>13. To contribute to specific strategic corporate initiatives as agreed (e.g. uphold the council's approach to data quality).</div><div>14. To work within the guidelines of the corporate and directorate equal opportunities frameworks and act with integrity and respect towards colleagues and service users.</div><div>15. Taking projects forward increasingly as the sole responsible person and ability to face new challenges.</div><div>16.To provide advice and support to customers regarding their usage of performance management information.</div><div>17. To support the corporate values of the Council and to work effectively with a wide range of staff.</div></div>					
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.					
<b>Work Arrangements</b>					
Transport requirements: The post holder may need to travel to various parts of the county regularly Working patterns: Full time Working conditions: Flexible					

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Business Improvement Analyst	<b>Director/Service/Sector:</b>	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Degree and/or equivalent work experience in subject(s) containing a reasonable amount of IT and statistics e.g. Maths with Statistics, Economics	Degree in. epidemiology, medical statistics, statistics, GIS mapping or equivalent related experience	A
Knowledge of the main theoretical, procedural and practical issues relating to the service.	Up to date study in a subject containing a reasonable amount of IT and Statistics, or data handling. e.g. Visual Basic for Applications (VBA) or SQL.	A/T
Knowledge of methods used to extract data efficiently and accurately from I.T. systems	Working knowledge of infographic development	A
Working knowledge of data visualization and application to a range of public health issues and functions	Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	A
Data visualization experience	Knowledge of the information requirements relating to the national agenda for public health	A
Knowledge and experience of carrying out statistical techniques and methodologies.	Awareness of health inequalities	A
<b>Experience</b>		
Significant proven experience, gained either in the workplace or through study, demonstrating:	Training colleagues of varying IT literacy and numeracy	A
Experience of extracting and manipulating data from complex client databases and other sources to produce clear performance management information reports	Proven experience of working in Local Government in an area related to management information or ICT	A
Development and use of IT packages for data extraction, analysis and presentation (e.g. Access, excel, web, tableau)		I/T
Experience in applying a range of relevant methods, tools and techniques in providing analytical reports for managers.		A/I
Experience in giving advice on how to use performance management information to stakeholders		I
<b>Skills and competencies</b>		
Advanced skills in using Microsoft and google software (e.g. Excel, Word and google sheets and docs) to enable effective data collection, processing and analysis.		I/T
Ability to learn new software quickly and understand how it relates to other software packages		I
Ability to write clear and appropriate briefings, bringing out the significance and limitations of numerical and other information.		A
Numerate and skilled at analysing/ providing reasoning with complex business related statistics.	Knowledge of information systems in a large organisation	A/T
Remains calm and logical in pressurised situations.		T/I
Ability to automate production of routine statistical information		I
Meet tight deadlines		I
Adjusting to changing priorities		I/R
Highly organised, methodical, reliable, accurate		T/R/A
Able to check own work and that of others, challenging effectively, where required		T
Able to work independently and to take initiative		I/R
Translating customer information needs into development of data collection and analysis		
Ability to work flexibly and collaboratively with a wide range of staff in seeking desired outcomes		

An awareness of the importance of confidentiality		A
Ability to communicate effectively with all levels of staff, verbally and in writing		I/R
		R
		I/R
<b>Physical, mental, emotional and environmental demands</b>		
Willingness to pursue training in any area of work relevant to the job description and grading of the post.	Commitment to the culture of continuous improvement and partnership working	I
To be able to meet the transport requirements of the post		I
Normally works from a seated position with some need to walk, bend or carry items.		I
Need to maintain general awareness with lengthy periods of enhanced concentration.		R
Lengthy periods of concentrated mental attention with pressure from deadlines, interruptions and conflicting demands.		R
Contact with stakeholders may result in some emotional demands.		I/R
Able to work systematically, calmly and logically in a pressurised situation such as formal inspections, whilst empathising with clients’ emotional needs		R
<b>Motivation</b>		
Demonstrates integrity and upholds values and principles		R
A corporate orientation		R
Promotes equal opportunities and diversity in all aspects of work.		R
Works collaboratively to achieve team spirit		R
Proactive and achievement orientated		R
Adapts to change by adopting a flexible and cooperative attitude		R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (p) presentation,

PUBLIC HEALTH DIRECTORATE

