

## Job Description

**Post Title:** Public Health Intelligence Specialist (AA3706)

**Evaluation:** 646 Points **Grade:** N10

**Responsible to:** Public Health Portfolio Lead Epidemiology and Intelligence

**Responsible for:** Staff as allocated

**Job Purpose:** The post holder will have a key role in developing the public health intelligence function of Newcastle City Council. They will seek to maximise the impact of public health action to improve health and reduce health inequalities through the provision of high quality public health intelligence advice and support. The post holder will work in partnership with other intelligence staff in Newcastle City Council.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To lead on the provision of high quality public health intelligence support to key business processes such as commissioning, system/service re-design, performance management, needs assessment, equity audit, health impact assessment, to enable the effective delivery of the priority outcomes of the Council and the Council's partnerships.
2. To collect, analyse, interpret and present public health and epidemiological related intelligence to a wide range of audiences.
3. To define and provide the intelligence needed; (seeking out the best available information to assess options), inform decision-making and evaluate impact in practice, in programme development and against policy frameworks.
4. To lead on the work of the mandated 'core offer' and provide timely analysis and reports for the DPH, the CCGs and the broader LA.
5. To lead on the three year production of the 'pharmacy needs assessment' (PNA) and regularly update it and work with the local pharmaceutical committee.
6. To support the development of the Newcastle Future Needs Assessment, through public health intelligence inputs.
7. To enable access to a wide range of public health data systems and information sources and advice public health team, elected members and senior officers on the availability and interpretation of public health related data.

8. To lead on 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.
9. To liaise and negotiate with a wide range of data providers, to secure access to datasets for both ad hoc projects and routine monitoring requirements.
10. To manage staff as allocated in line with Council procedures to ensure effective service delivery
11. To lead on the co-ordination, the receipt, and validation of Public Health data sets from various sources, identifying data problems and proposing solutions. Ensure compliance to data sharing agreements and information governance specifically in relation to health data.
12. Under the direction of the DPH and in conjunction with the Consultant and Public Health Specialists, undertake literature searches and critically appraise the evidence to support commissioning strategies and plans, programme and project development, evaluations and the development of new evidence.
13. To lead on discrete public health intelligence projects, such as carrying out equity audits, undertaking inequalities monitoring, and developing profiles in collaboration with Clinical Commissioning Groups as required.
14. To allocate work, provide advice, guidance and training to other analysts, public health trainees and other officers within the Public Health team and the Council.
15. To keep up-to-date with emerging developments in relation to public health intelligence, advising senior officers, members and partners of these and developing and refining public health intelligence practice and policy. This includes attending regional and national meetings to influence and improve local analysis.
16. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.