

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Public Health Analyst
Grade	PS9	Reports to (role title)	PHIIT Leader
		Directorate/School	Public Services Reform
JE Band	314-370	Service / Department	Public Health
		Date Role Profile was created	Mar-19

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To lead, where appropriate, the intelligence and information needs of public health within Surrey County Council. To provide public health information, analysis, interpretation and insight to support business planning, policy development and performance monitoring, along with quality assurance.</p> <p>To provide public health intelligence to support the Health & Wellbeing Board, local Integrated Care Systems (Surrey Heartlands and Frimley), local Integrated Care Partnerships, CCGs and multi-agency partnership networks addressing health issues and inequalities.</p> <p>The post holder will be required to support one or more of the following areas: Performance, Project Management, Systems Development, Dashboard Development, CCG Advisory Service, Joint Strategic Needs Assessment (JSNA), Sexual Health, Substance Misuse, Smoking Cessation.</p> <p>All analysts are expected to support work on automating data processing.</p> <p>This job description is not exhaustive and may change as the post develops/or changes in service requirements, but such changes will not take place without the consultation between the post holder and their manager.</p>
Work Context	<p>The Public Health Intelligence and Insight Team (PHIIT) provides the analysis and insight to inform population health improvement and reduce health inequalities. We do this by producing core intelligence products to support commissioning of health and care services, as well as undertaking bespoke analyses to provide insight on specific epidemiological and healthcare related questions. Additional to supporting the wider public health team, the PHIIT has a substantial commitment to provide intelligence to support clinical commissioning groups and the emerging integrated care systems, necessitating reactive work along with planned intelligence projects. The team supports the lead PH consultant in strategic and operational delivery of the Joint Strategic Needs Assessment and other partnership intelligence work. It leads on data visualisation and infographics for public health and takes an active role in the development of systems and reporting tools. Further, the team also leads on reporting on performance KPIs for public health and the Health and Wellbeing Board and is developing a role in active surveillance. The team have played an integral role in providing analytics to support the COVID-19 response and will continue to do so throughout the recovery period. The team collaborates across the analytic community in Surrey Heartlands and Frimley Integrated Care Systems and the Southeast region.</p>
Line management responsibility if applicable	Matrix management of analytic staff in the delivery of complex analytic projects
Budget responsibility if applicable	Contributory influence on Public Health budget, providing needs assessments and utilisation of Return on Investment models which underpin commissioning of Health and Social Care Services

Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Degree in a discipline relevant to Health Information, Statistics or Public Health Intelligence or equivalent knowledge gained through experience/ post-graduate training</p> <p>Evidence of continuous training and personal development in health informatics, statistics, epidemiology and research methods</p> <p>Knowledge and experience of using packages such as R, Inkscape and Tableau.</p> <p>Good knowledge of spatial statistics including GIS mapping</p> <p>Good knowledge of data visualisation techniques</p>
Role Summary	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>

