Role Profile

Part A - Grade & Structure Information

Job Family Code	**10RT**	**Role Title**	**Advanced Public Health Intelligence Specialist**
Grade	PS10	**Reports to (role title)**	**PHIIT Leader**
		Directorate	**Childrens Schools and Learning**
JE Band	371-438	**Service**	**Public Health**
		Team	**PHIIT**
		Date Role Profile was created	**4.3.2019**

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	•To lead on Data Systems, Information Governance, Surveillance and Performance for Public Health and the Health and Wellbeing Board •To develop data science approaches within public health to support our broad surveillance, performance and analytic work programme •To provide advanced public health analytics in collaboration with team members and the local analytic community of practice to support local partners to improve population health and reduce health inequalities. Partners include colleagues Surrey County Council, the Health & Wellbeing Board, local Integrated Care Systems (Surrey Heartlands and Frimley), local Integrated Care Partnerships, CCGs and multi-agency partnership networks 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.
Work Context	The PHIIT provides intelligence services on population health to inform the commissioning of public health and care services, as well as bespoke analyses to provide insight on specific epidemiological and healthcare related questions. As well as 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 in addition to planned intelligence projects. The team supports the lead consultant in strategic and operational delivery of the Joint Strategic Needs Assessment and other partnership intelligence work. The team links with wider networks including the South East PH Intelligence Group and other analytic networks. The team leads on data visualisation and infographics for public health and takes an active role in the development of systems and reporting tools. The team promotes excellent IT skills. Given the nature of the datasets PH creates, robust information governance in colloboration with other departments is a key responsibility for the team.
Line management responsibility if applicable	Line management of PH Analysts Matrix management of other analytic staff in the delivery of complex analytic projects
Budget responsibility	Direct management of small project budgets as applicable
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Implement countywide strategies and support the development of long term planning. • Lead projects and reviews within a technical area of work to support and enhance service delivery. • Plan workloads and secure resources to enable the team/s to achieve a quality service. Policy & Compliance • Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. People and partnerships • May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. Resources • Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. 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. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May require a specialist technical qualification or membership of an appropriate professional institution. • Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. • May require previous management experience including staff supervision, development and organisational skills. • Proven ability to apply project management principles and techniques to manage a range of projects through to completion. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	•Master's degree in a discipline relevant to Health Information, Statistics, Data Science or Epidemiology (or equivalent knowledge gained through experience/ post-graduate training) •Skilled in the use of IT packages from MS-Office (Excel, Access, PowerPoint, Word), statistical software (such as R), programming (SQL, Python), data management (FME) and data visualisation tools such as Tableau or Power BI •Experience of maintaining database systems, including provisioning data in an agile and proactive manner to ensure the analytic community have timely access to the data they need •Experience in handling large volumes of complex data •Experience in use of digital techniques to automate data feeds and streamline analysis •Experience in surveillance and performance monitoring •Ability to convey complex analytic messages to a wide range of audiences •Knowledge of Information Governance, particularly as applies to curated sensitive person-level data •Knowledge of statistical, epidemiological and/or machine learning methods to analyse and interpret data •Knowledge of public health relevant information and other health data sources, their scope and limitations for use for public health intelligence •Up-to-date registration with analytic or statistical professional body such as APHA. Willingness to register within three years of commencing role if not currently registered
Role Summary	Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.
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