

Job Description

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| Job Title: Senior Analyst Officer Public Health | Service: PPP |
| Division/Section: Change and Insight | Job Number: 31608 Evaluation number: 3558 |
| Grade: PO4 | Date last updated: September 2020 |

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To develop and manage projects, providing high level public health intelligence to inform commissioning and public health policy decisions.

Deliver analysis for the APHR and other public health work streams.

To lead projects and service evaluations related to public health.

The post holder will need excellent communication skills to present complex analyses to a range of stakeholders from specialist and non-specialist background.

To develop and maintain effective relationships with key stakeholders including public health consultants.

Job Context

The postholder reports to the Principal Public Health Analyst for line management purposes.

1. The postholder has no immediate line management responsibility but will have matrix responsibility for colleagues' delivery on a project basis.
2. The postholder has no budget responsibility.
3. The postholder may be required to work evenings, weekends and the occasional public holiday in order to meet service requirements.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Be a resource for data analysis, interpretation and presentation, utilising spreadsheets, maps and analytical tools across a wide range of data sets.
2. Lead the scoping, analysis and presentation of data required for the AHPR or similar public health workstream.
3. Analyse, interpret and synthesize complex information, including epidemiological information.
4. Lead the development of maps as they apply to public health priorities for visualisation and modelling of disease and risk factors (e.g. heat maps).
5. Lead on the scoping, commissioning, and project management of research projects relating to public health working alongside service commissioners across the council. Use research evidence to make recommendations for change across relevant council services.
6. Lead on designing, commissioning and delivery of service evaluations relating to interventions to improve social care and public health in Newham working across the council and the CCG and other sub-regional partners. Use evaluation evidence to make recommendations for change across relevant council services.
7. Present the results of analysis, research and evaluation to senior members and service leads.
8. Work with commissioners and others to provide health intelligence to ensure that commissioning is based on need and evidence and supports health improvement.
9. Work with services and other partner organisations to help build health intelligence capacity and capability and support the design, implementation and evaluation of services and pathways.
10. Use data from analysis, primary research and evaluations to identify recommendations for change to improve the health of the population in Newham.
11. Use own initiative to manage a number of projects simultaneously, ensuring planning, organising and prioritising workload to meet project deadlines to a high quality standard.
12. Matrix management of staff on a project specific basis. Line management of temporary staff on an ad hoc basis.
13. Use and maintain extensive, specialist knowledge in:
 - data analysis techniques
 - public health, particularly relating to health and inequalities measurements
 - research and evaluation methodologies
 - econometric modelling
 - health and health care policy, both within the UK and internationally
14. Development and training are important within the team and mentoring can be agreed linked to the PDR arrangements existing in Newham.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| CRITERIA | METHOD OF ASSESSMENT |
|---|-----------------------------------|
| <p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risk appropriately.</p> | |
| KNOWLEDGE: | Application/Interview/Test |
| In depth knowledge of epidemiology, statistics and information analysis related to health to enable the post holder to provide solutions to a range of analytical and methodological issues, projects and queries, including in-depth understanding of key Public Health metrics such as QALYs, YLL, YLD, health expectancies. | Application/Interview/Test |
| High level knowledge of Microsoft Office packages including Excel, Access. | Application/Interview |

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| Knowledge of statistical packages such as SPSS and R | Application/Interview/Test |
| Knowledge and understanding of health and social care operations, and associated data sets, including current developments and legislation affecting public health and the NHS. | Application/Interview |
| High level knowledge of evaluation design and econometric modelling to understand programme effect. | Application/Interview |
| Expert knowledge and understanding of research design relating to public health and social care. | Application/ Interview |
| Good understanding of using GIS software. | Application/Interview |
| QUALIFICATIONS: | |
| Educated to graduate level in a subject related to the analysis, statistical understanding and visual display of data. | Application |
| EXPERIENCE: | |
| Significant experience of designing and delivering research and evaluation projects within a health and social care environment. | Application/Interview |
| Experience of commissioning and managing contractors to deliver research and evaluation projects to effectively measure the outcome and benefit of public health interventions. | Application/Interview |
| Experience of analysing and processing complex health and epidemiological data, including NHS and other relevant data sources. | Application/Interview |
| Experience of conducting health needs assessment through the collation, analysis and interpretation of key public health data, information and evidence. | Application/Interview |
| Experience of writing complex reports and the presentation of complex data. | Application/Interview/Test |
| Experience of advising colleagues on the use and interpretation of statistical information. | Application/Interview |
| Experience of working with, and presenting analysis to, elected members and senior management. | Application/Interview/Test |

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| SKILLS AND ABILITIES: | |
| 1. Sufficient numerical & analytical ability for complex calculation and high level information processing | Application/Test |
| 2. Able to analyse and draw inferences from primary sources of research. | Application/Interview |
| 3. Ability to develop creative solutions to complex problems. | Application/Interview |
| 4. Ability to commission and manage research contractors to deliver research and evaluations. | Application/Interview |
| 5. Able to analyse and communicate complex information and issues in a readily understandable way both orally and in writing. | Application/Interview/Test |
| 6. Able to work on own initiative, manage conflicting deadlines and work well under pressure. | Application/Interview |
| 7. Strong data management skills | Application/Interview |
| PERSONAL STYLE AND BEHAVIOUR: | |
| 1. Good interpersonal skills, ability to communicate effectively, able to listen, influence and persuade. | Application/ Interview |
| 2. Able to work effectively both as part of a team and on own initiative. | Application/Interview |
| 3. Knows when to draw matters to the attention of management but always seeks to provide solutions to problems. | Application/Interview |
| 4. Listens to others points of view and able to appropriately put forward an alternative view where necessary. | Application/Interview |
| 5. Credible with other officers and able to gain their commitment. | Application/Interview |
| OTHER SPECIAL REQUIREMENTS: | |
| Willingness and ability to work occasional evenings and weekends to maintain service delivery. | Application Form/Interview |
| This post is subject to an enhanced DBS check. | Satisfactory clearance at conditional offer stage |