

Job Description

Job Title: Health Protection Surveillance Analyst COVID Response Service	Service: Public Health
Division/Section: Adults and Health	Job Number: Evaluation number:
Grade: P04	Date last updated: August 2021

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham (LBN). 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

The LBN is moving to integrate various activities including welfare support, contact tracing and outbreak management into a COVID-19 Response Service. A key aim of the service is to increase the detection of clusters, outbreaks and high neighbourhood rates to inform both reactive outbreak investigation and proactive community engagement to reduce COVID-19 risks and prevent onward transmission of COVID-19 in Newham.

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

The overall purpose of the role is:

- To lead on the management, development and improvement of the surveillance systems for COVID-19 applicable to Newham, providing high level public health intelligence to alert for possible clusters, outbreaks and high neighbourhood rates and inform public health action
- To lead on the development and use of automated routines for data extraction, manipulation and information output
- To deliver analysis of local intelligence reports for example backward tracing report, reports from the Health and Safety Executive, Public Health enquiries inbox and other sources (such as Public Health Power BI - common exposure reports) as required
- To collaborate with other staff and teams in LBN (outside of public health) and wider stakeholders including PHE to identify data sources to ensure data and information requirements are met
- To take a lead role in the production, analysis and interpretation of data for regular (daily/weekly/monthly) reports, and outbreak reports in a way that can lead to clear action, ensuring quality assurance and escalation of concerns

- To be responsible for data management ensuring that data from multiple sources are valid and accurately entered in a timely manner and to ensure regulations around confidentiality are met at all times
- To support project evaluation of the COVID Response Service
- To develop and maintain effective relationships with key stakeholders including public health consultants and Environmental Health team leads

Job Context

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

1. The post holder has no immediate line management responsibility but will have matrix responsibility for colleagues' delivery on a project basis.
2. The post holder has no budget responsibility.
3. The post holder 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 post holder. This is not an exhaustive list of tasks and employees will be expected to carry out other reasonable duties, which may be required from time to time.

1. To take the lead in managing the technical and analytical aspects of COVID response investigations in Newham including clusters, outbreak investigations and high neighbourhood rates, to include:
 - The construction of data capture databases
 - Collating data from sources and investigators
 - Data analysis, interpretation and presentation, utilising spreadsheets, maps and analytical tools across a wide range of data sets
 - Scoping, analysis and presentation of data required to inform both reactive outbreak management and proactive community engagement to reduce COVID-19 risks and prevent onward transmission of COVID-19 in Newham
 - Using mapping tools to produce meaningful outputs to help inform action
 - If necessary, presenting findings as appropriate
2. To present the results of analysis, research and evaluation to senior members and service leads.
3. To work with COVID Response lead and Public Health Consultant(s) to provide health intelligence to ensure that reactive and proactive response is based on need and evidence and supports health improvement and reducing COVID risk.
4. Lead the development of maps, working with the in-house Geographical Information System team to produce visuals for modelling of disease and risk factors
5. To work with services and other partner organisations including NHS to help build health intelligence capacity and capability and support the design, implementation and evaluation of services and pathways.
6. To develop tools to support project evaluation of COVID Response Service including questionnaires for service audit, as well as analysis and presentation of findings.

7. To use data from analysis, primary research and evaluations to identify recommendations for change to improve the detection of COVID-19 in Newham and to inform our response.
8. Matrix management of staff on a project specific basis. Line management of temporary staff on an ad hoc basis.
9. To use and maintain knowledge in:
 - Public health, health protection, or epidemiology
 - data analysis techniques
 - research and evaluation methodologies
 - health and health care policy specifically in relation to COVID-19, both within the UK and internationally
10. 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

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>The criteria listed in this Person Specification are mostly essential to the job 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
Experience in public health analysis, epidemiology and surveillance is essential.	Application/Interview/Test
Specialist knowledge of statistical techniques and procedures, acquired through degree or equivalent qualifications or experience	Application/Interview
Technical skills in the use of statistical / database / mapping / web tools such as Power BI, SQL, SharePoint, Stata, R and ArcGIS are desirable	Application/Interview
High level knowledge of Microsoft Office packages including Outlook, Excel, Access, PowerPoint, Word	Application/Interview

Awareness of Geographical Information Systems (GIS) and the benefits of using such systems, particularly with regard to Public Health	Application/Interview
Knowledge of health protection or epidemiology desirable	Application/Interview
High-level knowledge of evaluation design and to understand programme effect.	Application/Interview
An understanding of the importance of data security and confidentiality issues including storage and transmission of data, Caldicott Guardian and Freedom of Information requests	Application/Interview
Knowledge and understanding of research design relating to public health and social care.	Application/ Interview
QUALIFICATIONS:	
MSc or equivalent experience (minimum of 2 years) in a subject related to the analysis, statistical understanding and visual display of data.	Application
EXPERIENCE:	
Experience of public health or health protection (desirable)	Application/Interview
Experience of analysing and processing complex health and epidemiological data, including from Public Health England and other relevant data sources.	Application/Interview
Experience of presenting complex data in a format suitable for a range of non-specialist audiences.	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 (desirable).	Application/Interview/Test

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. Able to analyse and communicate complex information and issues in a readily understandable way both orally and in writing and presentation format.	Application/Interview/Test
5. Able to work on own initiative, manage time and conflicting deadlines and work well under pressure.	Application/Interview
6. Strong data management skills including data cleansing and recognising limitations of data	Application/Interview
PERSONAL STYLE AND BEHAVIOUR:	
1. Able to work effectively both as part of a team and on own initiative.	Application/Interview
2. Good interpersonal skills, ability to communicate effectively, able to listen, influence and persuade.	Application/Interview
3. Knows when to escalate issues and 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