



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Public Health Intelligence Analyst	Role Profile Number: PCDH71
Grade: Q	Date Prepared: May 2022
Directorate/Group: Public Health	Reporting to: Public Health Principal - Intelligence
Structure Chart attached:	Yes

Job Purpose

This role will contribute to the planning, development and implementation, and monitoring of health improvement initiatives to improve population health in Swindon. A key part of the role is to provide health intelligence and evidence review input into public health and NHS strategic planning, commissioning and service evaluation. This will include (i) managing the impact of the coronavirus pandemic within Swindon and (ii) supporting the substance use disorder commissioning team.

Key Accountabilities

- Analyse, evaluate, and provide health intelligence input to health improvement programmes and work streams. Key duties specific for this post include (i) supporting Swindon's response to the coronavirus pandemic with particular focus being placed on vaccinations, and (ii) supporting the substance use disorder commissioning team in improving performance of commissioned services, reporting on partnership performance, and reducing drug and alcohol related harm and deaths.
- To interpret and report on results of analysis verbally, graphically and in written reports, attending meetings and providing briefings as required.
- Contribute to the development and implementation of health improvement initiatives.
- Support with the delivery of public health messages to partners and the public
- Establish good and influential working relationships and engagement with a range of staff, other organisations and the public to ensure effective delivery of services and health promotion
- Produce written reports with clear recommendations to senior Public Health staff, and other groups as required.
- Deliver presentations and training to a variety of audiences including staff groups and members of the public as required.
- Ensure good quality and appropriate information is available for patients, colleagues and the public on health improvement programs.
- Contribute to and support the development of the public health intelligence team's reports.
- Maintain an up-to-date awareness of key public health developments through liaison with local, regional and national organisations, e.g. Office for Health Improvement and Disparities, UK Health Security

Agency, Local Government Association, NHS provider Trusts, NHS Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning Group, NHS England and Department of Health.

- To provide analysis and interpretation on performance as determined by Commissioners for the substance use disorder adult and young people's services. He/she will raise awareness of matters of concern, highlighting the need for action.
- Provide support to the commissioners of adult and Young People substance use disorders services in planning interventions and systems and in challenging providers in contract reviews.

Supplementary Accountabilities

- Participate actively in education, training and professional development activities.
- Take responsibility for managing their workload to enable them to cover the variety of tasks that will be the responsibility of this role.
- Participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- Promote equality and diversity best practice in all areas of work.
- Support other work as required to meet the needs of the team and the organisation
- Carry out health protection duties as and if required

Knowledge & Experience

- Knowledge and understanding of statistics and statistical methods relevant to health and the limitations of such methods.
- Knowledge and/or understanding of epidemiology including key population health concepts and principles (e.g. standardisation, various forms of risk and their application).
- Demonstrable experience of using statistical/analytical and/or epidemiological techniques to analyse and interpret data for both specialist and generalist audiences.
- Understanding of the wider determinants of health and some knowledge of the more common approaches aimed at reducing health inequalities.
- Awareness of local authorities, NHS structures and of the arrangements for providing healthcare in England.
- Knowledge of wider public sector bodies that impact on health.
- Work experience in a health, public services, research, public or charitable organisation or other public-facing environment.
- Experience of working as part of multi-disciplinary team.

Skills

- Skills in using common statistical packages, e.g. Excel and/or a basic level of competency in using statistical and data analysis software packages, e.g. Python, R, SPSS; or business analytic solutions e.g. MS Power BI; or programming languages e.g. C, C++; or SQL.
- R coding skills or willingness to learn to code in R.
- Ability to use MS Office tools

Qualifications

- First degree or post-graduate qualification in a subject directly relevant to public health, statistics, epidemiology or equivalent experience.

Decision Making

- The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual and analytical rigour and flexibility are required.
- Ability to apply a range of analytical techniques to health and healthcare problems, to interpret and present findings to multi-professional groups.
- Problem solving skills and ability to respond to sudden unexpected demands.
- Ability to identify areas requiring action based on analysis.
- Familiarity with common sources of public health and healthcare data.
- Knowledge of clinical terms.

Creativity and Innovation

- Ability to work effectively and creatively as part of a team.
- Ability to make presentations to professional audiences in a service setting.
- Ability to create high quality written material including statistical tables, for a wide readership including professionals, public and media.
- Ability to express complex concepts and reports in lay language.
- Ability to plan own workload and work within devolved parameters.
- Ability to prioritise workload effectively.
- High degree of self-reliance.
- Track record in developing own skills

<u>Job Scope</u>	Budget Holder	No
Number and types of jobs managed <ul style="list-style-type: none">• None	Responsibility	
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• N/A	Asset Responsibility	No

Contacts and Relationships

- The post holder will work directly with public health and other local authority staff and with NHS commissioning and provider staff in Swindon and in partnership with statutory, community and voluntary groups and organisations. They will create and sustain good working relationships with these partners.

Other Key Features of the role

- The post holder will be expected to work independently without the need for substantial supervision to deliver work of high quality. They will be expected to be flexible and able to manage several different tasks/projects concurrently.
- The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual and analytical rigour and flexibility are required.
- This role profile aims to reflect the purpose and level of responsibility of the role. It is not an exhaustive checklist of tasks or an explanation of how duties are undertaken or the skills and competencies required to do the job.
- Under normal circumstances, the post would have been based in Swindon Town centre at the Council offices. At present, the Public Health team, in line with the Council’s policy, operates a hybrid working policy (2 days at the office), however there may be some flexibility with this in discussion with the recruiting manager although occasional attendance at meetings in Swindon will be required.
- Travel may be required for external meetings, conferences, etc.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	

Structure Chart

