Details of the job	
Post title:	Senior Public Health Analyst
Salary grade:	K
Hours:	37
Location:	OAS
Type:	Permanent
Service area:	Public Health

Overall purpose of the post

1. To develop a strategy, and promote a multi-agency approach, for the collection, processing, provision of information regarding public health data and to analyse and interpret this information for the service area's strategic planning purposes.

2. To enable the delivery of management information in response to requests through development and implementation of reporting requirements and manipulation of multiple data sources to meet the service needs.

3. To develop and maintain data sharing processes between public health and partnership agencies to further enable the production of public health analysis, information and reports.

Principal responsibilities

1. Manage information projects to provide a platform of statistical evidence for management decision making; to work with Directors, Managers and Partner Agencies to provide them with the information they need through analysis, interpretation, hypothesis testing and consensus building to inform their decision making.

2. Take lead responsibility for delivery and evaluation of selected projects, and apply automation skills (such as R, Power BI or excel) for batch reporting;

3. Undertake advanced statistical analyses (such as age standardisation and significance testing) and interpret and present complex data to support the information and intelligence needs of Public Health and partnership agencies.

4. Establish and ensure application of professional standards in management information across public health so that data is up-to-date, accurate and of the required standard, while also appraising and anticipating changes in requirements or other external drivers that impact on information requirements, so that changing obligations are met.

5. Assist the Public Health Team to provide organisation learning, capability and resilience as required, to ensure staff have or gain the knowledge, skills and experience to carry out their roles effectively.

6. Plan and manage the allocation of resources to prioritised projects and business as usual activities, making adjustments as required to ensure key objectives are met whilst managing competing demands.

7. Create and manage data sharing protocols and agreements between the Council and partner agencies to assist data sharing between teams and organisations, liaising with the relevant organisations as appropriate.

8. Manage the production of timely performance Information for Director's, Service Managers, Partnership Boards and Commissioners

9. Liaise with public health team and stakeholders to understand the business processes and priorities, to ensure that the system that they will use going forward is fit for purpose and gives reliable management information.

10. Ensure that reasonable care is taken at all times for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the department.

11. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Senior Performance Analyst
Grade	K
Service Area:	Public Health

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Educated to degree level or equivalent experience working in a local government management information setting	Degree or higher in a related subject. For example: operational research, management science, statistics
Experience and Knowledge	Advanced level of understanding of performance management and the importance of high quality information and its use. Experience of liaising and influencing across partnership agencies, senior management and peers. Experience of managing a team or resources within a busy environment, including managing the quality and productivity of the work produced Extensive experience and understanding of electronic systems and databases for case management Experience of automation for batch reporting (using Excel, R, Power BI etc.)	Experience of managing information in the public sector Familiarity with public health or NHS data Experience of analysis using R, STATA, SPSS or SQL Mapping skills (such as QGIS, MapInfo etc.)

	Use of Microsoft Access Packages (Word, Excel, Access, Powerpoint) at advanced level. Able to think strategically and identify suitable and innovative problems solving solutions, whilst managing complex sets of relationships and evidence of success in this regard. Experience of creating data sharing agreements between public sector organisations Excellent numerical, written and verbal skills including the ability to communicate complex issues to all audiences. Highly developed communication and interpersonal skills, able to influence and challenge others, where appropriate in order to facilitate business change and to impact organisational culture Evidence of assertiveness and change management skills working within a complex, challenging environment. Demonstrate absolute discretion and confidentiality and application of Data Protection Act, GDPR and principles at all times	

Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	