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| **Job Description** |
| **Post title** | Public Health Intelligence Specialist |
| **JE Reference No** | N8386 |
| **Grade** | 12 |
| **Service** | Resources |
| **Service Area** | Strategy |
| **Reporting to** | Research and Intelligence Strategic Manager |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

This will be a key role within the Public Health Intelligence team and will have a critical role in supporting the newly established Outbreak Management Team; informing the local response to COVID-19 through the provision of data, intelligence and analytical insight and support. This post will increase the capacity within the existing Public Health Intelligence team to support the on-going data and intelligence demands required for a robust pandemic response and will provide additional capacity to support the wider Public Health Intelligence work plan.

Using well developed high-level problem-solving skills the postholder will be responsible for continuing the development of effective and evidence based COVID-19 public health intelligence. They will obtain, analyse, and interpret data and statistics, and publish intelligence and analysis relating to COVID-19 from a wide variety of sources. The post will be central to the further development of the Data Integration theme of the County Durham Outbreak Control Plan and the ongoing process of understanding health needs and inequalities both between County Durham and elsewhere and within County Durham. The postholder’s input will be invaluable into the process of understanding the data flows, determining priorities for action, assisting a wider understanding of the characteristics of the local population impacted and actively disseminating the findings of a wide range of analysis, identifying, investigating and highlighting and resolving issues around data quality.

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| **Duties and responsibilities** |

* To support the Research and Public Health Intelligence Strategic Manager and the Local Outbreak Management Team in the development and production of robust public health intelligence to support key aspects of the Local Outbreak Plan.
* To be the lead Public Health Intelligence Specialist for COVID-19 datasets and methodologies; this will involve an element of teaching and training as well as providing advice.
* To obtain, analyse and interpret information around Covid-19, understand the characteristics of the local population impacted and make recommendations based on this intelligence.
* To undertake analysis of a complex data related to Covid-19 in order to provide deeper insight and a rigorous evidence base to inform the decisions made by the Local Outbreak Management Team.
* To communicate often highly complex, statistical analyses and concepts to specialist and non-specialist audiences in a way that they can understand the implications and the inferences arising from the analyses and be persuaded of the right course of action.
* To interpret health intelligence implications, access evidence from research and contribute to audit and evaluation of projects and programmes as required by the Local Outbreak Management Team.
* To provide specialist COVID-19 intelligence and advice to support commissioning, capacity planning and demand management strategies and programmes.
* To develop tools for statistical and epidemiological analysis and provide advice in statistical theory and methods as required.
* Be the lead specialist for specific datasets and methodologies.
* To work collaboratively with other members of the Research and Public Health Intelligence, Local Outbreak Control, Strategy and Public Health teams.
* To promote public health methodologies to support other public health and intelligence or research professionals locally and regionally.
* When not conducting COVID-19 intelligence support for the Local Outbreak Management Team the postholder will contribute to the wider Public Health Intelligence workplan.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * A degree or equivalent in a relevant subject
 | * A relevant Postgraduate qualification
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| Experience | * Experience of analysing and interpreting public health data sources including illness and mortality data, hospital activity data and demographic data
* Experienced in the use of statistical and epidemiological methods for analysing and interpreting of health / Public Health datasets
* Capacity to create, maintain and manipulate statistical databases using appropriate software.
* The ability to produce and present complex statistical information to a wide variety of audiences, drawing conclusions where necessary.
* Experience of using appropriate analytical software (eg. GIS, SPSS, Excel etc).
* Experience of translating NHS/public health data into intelligence.
* Experience of working with managers and staff to define management information needs.
 | * Understanding of national guidance and legislation related to Covid-19.
* Previous work involving use of databases and preparation of materials for documents.
* Previous work in Public Health, the NHS or comparable settings.
* Experience of delivering infographics
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| Skills & Knowledge | * Highly numerate and literate
* Specialist knowledge concerning statistical techniques and procedures relevant to the analysis and interpretation of health data sets, such as standardisation, confidence intervals, statistical process control
* Understanding of Public Health principles and the scope of public health action
* Knowledge of current public health policy, and an understanding of health inequalities and the social determinants of health
* A high level of technical skill with an analytical and methodical approach to problem solving.
* Attention to detail in analysis of data and production of intelligence to inform strategic decisions
* Ability to communicate complex analyses and messages to a variety of individuals and organisations via technical presentations or infographics.
* A high level of personal organisation & time management and the ability to manage work involving multiple inputs with minimum supervision.
* Ability to analyse data and produce information that relates to the original question & intended audience.
* Good communication, report writing and presentation skills – able to communicate complex information clearly.
* Understanding of GDPR.
 | * Understanding of analytical approaches to multiple large scale datasets and their interpretation.
* Familiarity with public sector data sources (especially local authorities).
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| Personal Qualities | * Ability to work on own initiative and as a member of a team.
* A flexible approach to work
* Ability to work on own initiative
* Understanding of needs of others.
* Customer focussed.
* Committed to continuous professional development.
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