

Job Specification

Job Title: Apprentice Public Health Intelligence Analyst

Grade: G3	Job Evaluation Code: PR2408
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Reporting to:	Manager's Grade:
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Service Area: Public Health	Service Directorate: Adults and Health
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Overall Purpose of the Post:

As an Apprentice Public Health Intelligence Analyst, you will be part of a dynamic team responsible for delivering an effective Public Health Intelligence service supporting public health delivery in a local authority.

You will support the key activities of understanding the health needs of the population, addressing health inequalities, determining priorities for action, assisting wider understanding of the characteristics of the local population and actively disseminating the findings to a wide audience.

Your work will help develop products to meet the statutory requirements of the Public Health team, such as Pharmaceutical Needs Assessment, Joint Strategic Needs Assessment (JSNA), Director of Public Health Annual Reports.

Requirements for the post

	Essential	Desirable
Qualifications/ Training	Minimum 5 GCSEs at Grade A-C to include English Language and Maths or equivalent	Educated to A level standard or equivalent
Knowledge	Understanding of data protection, confidentiality and information governance	<p>Knowledge and experience of common database software and tools, including those used for statistical analysis</p> <p>Knowledge and experience in using web-based information systems</p>
Experience	<p>Experience in the collection, collation, and checking of datasets</p> <p>Experience of extracting, analysing and reporting on data</p>	Previous experience of working within the NHS/ Public Sector
Physical Skills	Experience of using MS Office (Word, Excel, PowerPoint, Outlook, Access)	
Competencies and other skills required	<p>Good communication skills, both in writing and orally</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work under pressure and deliver to deadlines, without compromising quality</p> <p>Willingness and ability to develop knowledge and skills</p>	Interest in public health data

Key Outcomes/ Activities:

- Process data according to any relevant SOPs for use in relevant Public Health products; to include data management and manipulation, storage and retrieval, liaison with data providers and Public Health senior officers to understand data requirements
- Identify new datasets for use to support the JSNA and other products
- Extract data from datasets, then undertake data analysis and interpretation
- Design routine and ad-hoc reports, including presentation formats
- Support the local translation and dissemination of health intelligence outputs through awareness raising and signposting,
- Work collaboratively as part of the analytical capability within the Public Health Intelligence team, and with colleagues in other functions in the local authority and in other partner organisations
- Work towards completing a L4 Data Analyst apprenticeship, and undertake any other training and development required for the post
- Undertake year-long secondments to other local authority PHI teams, which will involve locations other than the employing local authority being regarded as your base for the duration of those secondments
- Adhere to local procedures, in particular those relating to information governance and data protection
- Carry out any other duties commensurate with grade specified by the Line manager
- To identify, discuss and action your own professional performance and training / development needs with your line manager through appraisal / individual development plan, both more generally and specifically in relation to the L4 Data Analyst apprenticeship.
- To complete all relevant mandatory training.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

The post holder's main responsibility for physical resources is for manual and / or computer information. They may have access to highly confidential information, either personnel or business and must work within GDPR and data protection guidance.

Service Users:

The post holder will develop working relationships and communicate regularly with a wide range of individuals within the local authority. This will include:

Internal

- Other members of your function, especially other public health intelligence analysts
- Members of other functions in the local authority

External

- While on secondment, functions in the receiving local authority equivalent to those noted as Internal above
- Colleagues working in Public Health England and local NHS organisations
- Other external partners relevant to the work of your Health Intelligence function.

Working Conditions:

Predominantly office based with need to work flexibly to suit Service needs.

Characteristics of the post:

This is a temporary position – fixed for two years.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: 2021

