



|  |  |
| --- | --- |
| **Department** | **Public Health** |
| **Job Title** | **Data and Intelligence Practitioner** |
| **Grade** | **J** |
| **Primary Purpose of Job** | To collect insight and research to support corporate decision making  To process and analysis data, which can be used for decision making, shaping corporate strategies and help to achieve business objectives.  To design data modeling processes, create algorithms and predictive models to extract the data the Council needs, then analyse the data and share insights with directorates. |
| **Reporting To** | Research and Intelligence Specialist |
| **Direct Staffing Reports** | None |

**Main Duties**

|  |  |  |
| --- | --- | --- |
| **1** | To co-ordinate the design, development and delivery of new data solutions to support the delivery of high quality, accessible data collection and analysis. | |
| **2** | Contribute to the redevelopment of the data collection systems at the Council, scoping, designing and testing revised technical solutions for the collection of data and information for regulation as required by different Directorates as part of a project team. | |
| **3** | Work collaboratively as part of a project team on the redevelopment of data collection systems, working to scope, design and test revised technical solutions. | |
| **4** | Work closely with council directorates to understand their departmental objectives and determine how data can be used to achieve departmental goals. | |
| **5** | Contribute to the Intelligence Hub team discussions, providing insight as needed on current approaches and methods. | |
| **6** | To support managers and staff in the use of the tools and products and engage with and contribute to the Joint Strategic Needs Assessment (JSNA), providing corporate intelligence as required. | |
| **7** | To provide advice and support on the evaluation of activities, initiatives, and projects and the development of research partnerships | |
| **8** | Apply creative approaches to problem solving using analytical thinking to resolve problems. | |
| **9** | Communicate sometimes complex information and concepts to a diversity of audiences using different methods. | |
| **10** | Assess and manage risks associated with using and sharing information and data, data security and intellectual property. | |
| **11** | Manage data and information in line with policy and protocol. | |
| **12** | To support the training of colleagues, including specialist trainee registrars and students on Public Health placements. | |
| **13** | Deputise for the Line Manager as required, advise other members of the Public Health team on specialist areas, and provide flexible cover for other members of the team as required. | |
| **14** | Participate in relevant and appropriate research opportunities, to support the development of the public health evidence base. | |
| **Date Job Description prepared/updated:** | | **November 2020** |
| **Job Description prepared by:** | | **Helen Lowey** |

****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | | | **Public Health** | | |
| **Job Title** | | | **data and Intelligence Practitioner** | | |
| **Stage One** | | | Disabled candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | Knowledge and theoretical understanding of a range of data and intelligence approaches, that support analysis and decision making | | | | Application Form / Interview |
| 2 | Knowledge and understanding of appropriate IT software eg MS Excel & Access that supports storage and analysis of large complex data sets | | | | Interview |
| 3 | Ability to develop data collection systems, involving the testing of revised technical solutions for the collection of information and date, in line with required regulation | | | | Application Form / Interview |
| 4 | Ability to draw conclusions from data sets by providing insights and then visualising and presenting this information in user friendly and engaging ways. | | | | Interview |
| 5 | Ability to use a range of analytical and statistical tools to deliver value to the organisation | | | | Application Form / Interview |
| 6 | Demonstrate highly effective numerical skills to support data-led problem-solving | | | | Interview |
| 7 | Demonstrate verbal and written communication skills in order to prepare and deliver presentations to a range of audiences; prepare technical reports, write complex plans and strategies | | | | Application Form / Interview |
| 8 | Ability to obtain, verify and organise data and information using a variety of appropriate IT packages | | | | Application Form / Interview |
| 9 | Ability to work individually and as part of a team to deliver effective outcomes, adhering to service deadlines. | | | | Interview |
| 10 | Ability to manage data and information in line with policy and appropriate data governance protocols. | | | | Interview |
| 11 | **Public Health Professional Competencies** - to maintain appropriate professional standards and competences in line with level of job role | | | | Interview |
| 12. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Degree in a relevant subject that support Public Health / Social Science, e.g. Maths, Science, Data Science, Data Analytics, Computer Science | | Application Form / Interview | |
| 2. | | Experience, or theoretical understanding, in development and use of machine learning algorithms for predictive analytics | | Interview | |
| 3 | | Experience of working in an analytical, research or data-led role | | Interview | |
| 4 | | Experience of BI packages – e.g. Power BI, Tableau | | Application Form / Interview | |
| **3. Work Related Circumstances** | | | | | |
| 1. | | The nature and demands of the postholders time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | Interview | |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Skills in producing intuitive user interfaces | | Application Form |
| 2. | Professional experience performing database programming (using programming languages such as Java, R, Python, Scala, SAS etc) | | Application Form / Interview |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Postgraduate qualification in a relevant discipline - e.g. engineering, mathematics, physics, statistics, computer science | | Application Form |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated** | **November 2020** |
| **Person Specification prepared by** | **Helen Lowey** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





