



TRAFFORD
COUNCIL

Public Health Intelligence Analyst

Role Profile

Service: Children Services
Grade: Band 9
Reporting to: Public Health Consultant

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



About the Role



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

To support the Public Health team to improve health and wellbeing across Trafford by delivering the public health intelligence function. They will provide robust and timely analysis to appropriately reflect the health needs of Trafford's population which will shape and support council and key partner's initiatives and priorities.

A pivotal role in the development of the Joint Strategic Needs Assessment, (JSNA) delivering core public health intelligence including key causes of mortality and morbidity, public health analyses and briefings around national and local issues. Working robustly and innovatively, they will undertake focussed pieces of in-depth analysis, develop toolkits and dashboards, and apply national data resources to our local population.

Key duties

1. To provide advice and guidance on specialist public health analyses.
2. To manage projects, development and design of health and social care related data sets undertaking research under the guidance of the Public Health Consultant.
3. To support the work of the Public Health team including the maintenance of the JSNA, briefings to the Director of Public Health and responding to adhoc requests for intelligence.
4. To use best practice to enhance existing datasets and develop new sets to support the changing information needs of customers, reporting as required.
5. To support and contribute to public health analysis work across Greater Manchester in collaboration with members of the GM

Public Health Intelligence Network, Public Health England and other analytical partners.

6. To develop and maintain public health performance management data, and be responsible for analysis, interpretation and presentation of information to support the performance framework and business planning process for the council.
7. To ensure the timely submission of monthly, quarterly and annual reports for national, local and management performance indicators, both internally and externally via relevant systems and processes.
8. To support the implementation, development, coordination and management of the relevant systems and databases to ensure accurate information is maintained and available to report on public health performance outcomes.
9. To undertake research and collate relevant local, regional and national information, undertaking benchmarking, identifying best practise and analysis to support performance improvement planning activity.
10. To work closely with the partnership and strategic development function in order to provide public health research and intelligence information to support the development of policies and the partnership function.
11. To develop and maintain strategic relationships with customers and representative groups to identify needs and future requirements at the earliest opportunity, advising on information sharing protocols and requirements.
12. To input into the development of Council's public health policies, practices and strategies through the identification of legislation changes, best practice and other local or national driven agendas.
13. To support the identification and resolution of data accuracy issues through the production of validation reports on errors and omissions in data held to highlight discrepancies by cross-checking information with other systems.
14. To liaise across the Council and with its partners to ensure a coordinated approach to public health performance activity.

About You

Qualifications and Professional Development

- Post graduate qualification in public health, epidemiology, statistics or related subjects
- Evidence of continued professional development

Experience and Knowledge

- Experience of working across several public sector organisations.
- Experience of analysing, interpreting and resolving highly complex statistical or epidemiological problems using a range of data and information and translating findings into appropriate recommendations for action.
- Experience of developing and maintaining effective multi-agency relationships to in support partnership working with other information and intelligence professionals from a range of organisations, .
- Experience of working with a range of statistical analysis tools, such as SPSS or Stata, to produce high quality outputs, including the application of new and innovative methodologies and techniques to resolve complex analytical problems.
- Specialist knowledge of statistical techniques and procedures
- Specialist knowledge concerning statistical techniques and epidemiology
- Knowledge of current Public Health context and policy
- A sound understanding of performance management.
- Knowledge of Standardised Mortality Ratio
- Knowledge of management information systems and related databases

- A sound understanding of statistical methodologies and how to use data and information innovatively and effectively

Skills and abilities

- Ability to communicate effectively with internal and external colleagues, both verbally or in writing, selecting and using appropriate media
- Ability to present complex data and information in a format that is easily understood by the audience
- Ability to prioritise and manage their own workload, producing accurate work within deadlines and with minimal supervision.
- Ability to analyse complex problems and find appropriate solutions
- Ability to undertake exploratory research and analysis to identify best practise and benchmarking
- Excellent report writing and presentation skills
- Proficient in the use of desktop applications (Microsoft Office) MS Word, Excel, Access, PowerPoint
- Ability to Identify, exploit, adapt and develop routine and non-routine data sources.
- Ability to develop processes for assuring the quality of data collection, collation, analysis and communication.

Date prepared/revised: June 2020

Prepared/revised by: HG

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.