**JOB DESCRIPTION**

**Job Title: Population Health Analyst**

**Band: AfC Band 7**

**Responsible to: Programme Lead for GMHSC Partnership Population Health Intelligence**

**Location/base: Churchgate House, Oxford Road, Manchester and remote bases at 10 Local Authorities**

**Context**

On April 1st 2016 Greater Manchester took charge of our Health and Social Care. The Greater Manchester Health and Social Care Partnership (GMHSCP) is the body made up of the 37 NHS organisations and councils in the city region, which is overseeing devolution and taking charge of the £6bn health and social care budget.

Our **vision** is*“to deliver the greatest and fastest possible improvement to the health and wellbeing of the 2.8 million people of Greater Manchester”.* The Greater Manchester Health and Social Care Partnership team are building and implementing a number of key fixed term programmes to make this vision real.

At the heart of the approach to devolution is the brokering of a new relationship with the people of Greater Manchester. We want to enable more people to take control of their own health and wellbeing, and to help others within their communities to be part of that change. In ‘Taking Charge’, we set out our vision that rebalancing the relationship between people and public services towards prevention, community resilience and self-help is vital if we are to enable people to prevent and manage long-term health conditions, maintain their independence, improve their health and wellbeing and in doing so, live happier and healthier lives whilst also reducing demand on services.

However, if Population Health is to be the cornerstone of transformation efforts across Greater Manchester, then Population Health intelligence and analytics need to meet this ambition. The GMHSC Partnership is therefore developing a Unified Population Health Intelligence system which will produce high quality intelligence, analytics and insight that will empower and enable GM Health and Social Care partners and the 2.8 million residents of GM to improve the health and wellbeing outcomes of the GM population.

### Job Purpose

The **Population Health Analyst** will support plans to establish a Unified Greater Manchester Population Health Intelligence (GMPHI) system by providing advanced expert population health analysis to the 10 local authorities as they work on Greater Manchester programmes. This will include:

* Responsible for **key population health intelligence analysis tasks** in local authorities as agreed. Tasks may include producing accurate reporting and interpretation of health and social care statistics, undertaking needs assessment and health equity auditing, database and reporting development, analysis and mapping of inequalities in health,. The range of work will vary and the post holder will need to be able to quickly **adapt to new environments**, systems and ways of working.
* **Working collaboratively with a range of analytical teams** across Greater Manchester, the post holder will need to be flexible, working from numerous bases over the course of the role, and to be able to build excellent working relationships quickly.
* Be able to **recognise and learn from best practice**, the post holder will uniquely have the opportunity to work with population health analytical teams from across Greater Manchester, and will be able to acquire skills and techniques from all, contributing to the development of common standards and best practice for population health across Greater Manchester.
* The post holder will be expected to work flexibly and support other organisational priorities as necessary.

**Key Working Relationships**

* Line manager - Programme Manager for GMHSC Partnership Population Health
* Programme Lead for GMHSC Partnership Population Health Intelligence
* Head of Population Health Transformation
* Population health analysts in statutory sector, particularly Public Health Intelligence leads in local authorities.
* Head of Population Health
* Key GM analysts in GMHSCP and Greater Manchester Combined Authority (GMCA)
* Public Health England (PHE)

### Strategy/Policy/Service Development/Governance

* Act as an ambassador for the Partnership by developing and maintaining excellent working relationships with users across Population Health analytics.
* Support the functioning of the unified system for Population Health Intelligence (PHI) and the development of best practice common standards when required.
* Support emerging programmes of work including the development of new organisations and provider collaborative arrangements, as and when required.
* Experience of identifying and interpreting National policy and initiatives.

### Financial/Physical Resources

* To help inform time and resources required for project/programme delivery.
* To support procurement activities and business case development as required by localities such as output based specification creation, market analysis, product assessment and selection ensuring detailed requirements traceability.

### Communication

* Develop and maintain effective relationships with senior officers and key stakeholders from each Population Health Analytical Team from a wide variety of partner organisations, ensuring clear and effective channels of communication.
* Explain highly complex analysis, relationships and interpretation to non-specialists including senior stakeholders to facilitate evidence based decisions and policy.
* To coordinate high levels of engagement with Local Authorities and partner organisations to ensure business requirements are effectively captured and defined.
* Have excellent presentation skills, with demonstrable experience of success with senior stakeholders, including the production of clear data visualistions

**Partnership Working/Collaboration**

* Support all stakeholders to make active contributions to the delivery of the GM PHI work plan, by providing analytical support to the 10 local authorities.
* Facilitate co-produced common standards for PHI and those delivering PHI across GM, through sharing of best practice.
* Work as part of the wider GMHSCP team and stakeholders to further our organisational goals.

### Planning and Organising

* Responsible for working with localities and line manager to agree work programme and allocation of own resource to each area.
* Ensure project tasks, where required, are successfully delivered in line with agreed timescales and budgets.
* Support the activities of all teams, when required, and making presentations, where required, to all levels of staff.
* Accountable for the management of all relevant documentation, including effective record keeping and version control of project documentation.
* Ensure any project management documentation or reports are delivered in line with agreed standards and timescales.

**Information/Data Analysis, Management and Reporting and Information resources**

* Promote the use of high quality analysis across GM to inform outcomes and priorities; by conducting and supporting the development of highly complex analysis of data from diverse sources and interpreting outputs for a range of different stakeholders.
* Provide high quality and complex data analysis, to localities as required including the production of statistics, visualisation, interpretation, and reporting.
* Expert data handling and manipulation skills, including managing large datasets and producing statistical modelling. Advanced IT skills using Excel and SQL functions and scripts, knowledge of Tableau and R highly desirable.
* Monitor, evaluate and interpret data returns that demonstrate progress against the objectives of the programme.

**Supervision and Human Resource Management**

* When required support the supervision of manage staff from within the Partnership and partner organisations in line with appropriate policies, procedures, working practices and guidelines, ensuring all resources are deployed to maximise an efficient and effective delivery of business analysis duties.
* Support the development of staff in line with personal development reviews and other associated guidance.
* Provide training for staff from own or other disciplines on own subject area, when required.

**Freedom to Act**

* The post holder will need to use initiative to decide relevant actions and make recommendations to their line manager / supervisor, with the aim of improving deliverables and compliance to policies.
* Ability to make decisions autonomously, when required, working to tight and often changing timescales. Also able to assess and refer on difficult issues to Programme Manager.
* To ensure that the Partnership’s policies and procedures are adhered to.

**Corporate Responsibilities**

As a representative of the Partnership you will be expected to:

* Promote the Partnership’s vision, and mission and to uphold the Partnership’s values in all day to day activities and delivery of services;
* Participate in the objective setting process as part of the annual Performance Development Review/appraisal process, to understand how own role and objectives are linked to team, directorate and corporate objectives, to review what aspects of your role are being done well, and to identify any areas for development.
* Undertake relevant activities and mandatory training to meet objectives identified in Personal Development Plan.
* Adhere to all Partnership policies and guidelines, including HR, Information Governance, Risk Management and Health & Safety policies.
* Comply with relevant Partnership and own professional codes of conduct and accountability.
* Maintain professional registration if this is a requirement of the job.
* Carry out your duties in a way that supports equality and values diversity. This responsibility includes your actions in relation to service users, carers, work colleagues, people in other organisations and members of the public.
* In accordance with the Health and Safety at Work Act 1974 and subsequent legislation the post holder is required to undertake a proactive role in the management of risks in all their actions. This includes:
* Undertaking risk assessments in line with the Partnership risk assessment process;
* Reporting all incidents, near misses and hazards in line with the Partnership’s reporting arrangements/system
* Undertaking a statutory duty of care for your own personal safety and that of others
* Attending all statutory and mandatory health and safety training, appropriate to the role
* Maintain the security and confidentiality of information you come across in your role in the Partnership in line with Partnership policies and protocols.
* All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Partnership for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.
* To carry out all duties and responsibilities of the post in accordance with the Partnership’s Equality, Diversity and Human Rights policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders. To promote awareness of and respect for Equality, Diversity and Human Rights in accordance with Partnership policies and procedures.
* To undertake Equality Analysis and any related training, as required in accordance with the duties of the post and the relevant Partnership policies and procedures.

The job description and person specification are an outline of the main tasks, responsibilities and requirements of the role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the Partnership.

**Post Holder: ……………………………………….. Date: ………………**

**Signed……………………………………………….. Date…………………**

### Manager: ……………………………………….. Date: ………………

**Signed……………………………………………….. Date…………………**

**Person Specification**

**Analyst - Band 7**

Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria marked ‘A’ on your application form.

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| **Criteria** | **Description** | **Essential** | **Desirable** | **Method of Assessment** | |
| **Qualifications** | Educated to postgraduate diploma level or equivalent level of experience of working in Population Health Analysis.  Evidence of post-qualifying and / or continuing professional development |  |  | A/C  A/C | |
| **Knowledge and Experience** | Highly skilled population health analytical skills including knowledge of specialist techniques, such as standardisation and statistical process control, and range of data sources.  Experience in a local authority, NHS, Voluntary and Community Sector or similar area for at least 2 years, preferably with an analytical role.  Knowledge of the factors that influence population health and up-to-date knowledge of relevant national policy.  Strong working knowledge of Greater Manchester as a place – including the diverse communities of place, identity and experience.  Significant experience of working collaboratively across multiple organisations and sectors  Ability to take ownership, solve problems and proactively secure the objectives of the business  Ability to manage own workload and priorities |  |  | A/I    A/I    A/I    A/I    A/I  A/I    A/I | |
| **Skills and Capabilities** | **Communication**  Build effective relationships with stakeholders  Able to explain and interpret highly  complex statistical information to non -specialists  **Planning and Organising**  Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload  Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly  Ability to work autonomously to achieve agreed objectives within broad professional policies  **Problem Solving**  Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure  Ability to concentrate for long periods when analysing data and documenting complex processes  **Strategic/Analytical**  Excellent quantitative and qualitative analytical skills and significant experience of working in an analytical role.  Experience interpreting and presenting datasets  Ability to analyse complex facts and situations and develop a range of options  Ability to anticipate and resolve problems before they arise  **Supervision**  Must be able to prioritise own work effectively and be able to direct activities of others.  Experience of supervising/supporting staff  **Physical**  Excellent IT skills including experience of database applications including advanced Microsoft Word, Excel, and PowerPoint.  Knowledge and experience of using, SQL, R and Tableau | ✓  ✓  ✓  ✓  ✓ |  | A/I  A/I    A/I    A/I  A/I  A/I    A/I  A/I  A/I    A/I    A/I  A/I    A/I  A/I  A/I | |
| **Behaviours** | Adaptability, flexibility and ability to cope with uncertainty and change  Builds support and consensus around decisions they make and effectively manages the expectations of different parties to achieve 'win win' where possible.  Measures and monitors to ensure they are on top of results and identify risks to the Programme Manager where outcomes and targets are not being met.  Evidence of continuing professional development.  Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions  Professional calm and efficient manner  Effective organiser, influencer and networker, completer/finisher | ✓ |  | A/I  A/I    A/I    A/I    A/I    A/I    A/I | |
| **Equality and Diversity** | Understanding of and commitment to the principles, practices and promotion of equality and diversity. |  |  | A/I | |
| **Other** | Ability to make decisions autonomously, when required, working to tight and often changing timescales. Can determine when issues are complex and refer onto manager.  Used to working in a busy environment.  Concentration required for checking detailed documents, managing conflicting priorities  Exposure to distressing or emotional circumstances is rare    Requirement to use Visual Display Unit equipment more or less continuously on most days.  **Travel is a key component of this job to support the 10 localities of Greater Manchester, therefore the ability to be mobile across the boroughs is a key requirement** | ✓    ✓  ✓ |  | A/I  A/I   A/I | |
| **\*Method of Assessment:**  **A=Application form I=Interview P= Presentation T=Test C=Certificate AC = Assessment Centre** | | | | |

**\***Where stated ‘Car owner/driver essential’ is subject to the provisions of the Equality Act (2010)