| Role Structure | Role Details |
| --- | --- |
| Directorate: | Community Wellbeing |
| Grade: | HC9 |
| Location: | Plough Lane |
| Responsible to: | Consultant in Public Health |

**Job Description**

**Health and Care Intelligence Specialist**

**Public Health**

Main purpose of the role: As a Health and Care Intelligence Specialist, you will support the public

health Department and wider council to deliver on commitments to promote healthier lifestyles and reduce inequalities within the population it serves. Working as part of a team of specialists, you will

help develop the range, quality and availability of public health intelligence. Your work supports the information needs of the Public Health Team and its partners within Herefordshire Council and

across the Integrated Care System.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| **General**  While undertaking the 36-month (plus 3 months to undertake endpoint assessment) Health Care Intelligence Specialist Level 7 Apprenticeship with training provider JGA Group, you will play a key role in the assessment of need within the Herefordshire population, reviewing and generating evidence, supporting service evaluation, and promoting best practice in the collection and use of data | * Weekly |
| This is a list of the main duties or tasks that the post holder will be expected to undertake alongside taught modules and project work required by the apprenticeship programme.  **Use of public health intelligence to survey and assess a population’s health and wellbeing**   * Lead on the linking, analysis and interpretation of complex health, care and population data\* using the most appropriate specialist health analytical, epidemiological and biostatistical techniques; and draw meaningful conclusions to understand the factors that influence population health, inequalities and the planning and delivery of health and care services. Specialist health analytical techniques may include the use of modelling and forecasting. \*Examples of complex data include Hospital Episode Statistics, Read coded primary care data and global burden of disease data. * To facilitate the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment, health equity audit and the identification of priorities for public health action * Advise on the investigation of patterns and variations in determinants, diseases, conditions influencing health and care outcomes and service evaluations. This will require the use of appropriate study designs and methodologies and appropriate liaison with specialist agencies. * Support the ongoing maintenance and development of local public health surveillance systems ensuring that local trends are monitored effectively. * Lead the delivery of multiple complex health and care intelligence projects, reviewing and adjusting priorities to meet changing organisational needs.   **Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations**   * To provide specialist health intelligence advice to support and inform the delivery of high-quality evidence based public health programmes and services * To maintain a specialist knowledge of the current public health evidence base for designated work areas   **Policy and strategy development and implementation**   * Conduct analysis and provide health intelligence advice to support the development, implementation and evaluation of long-term multi-agency plans and strategies to achieve health gain for the local population based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.   **Leadership and collaborative working for health**   * Work in partnership with statutory, non-statutory, voluntary and private sectors to promote effective collaborative working to achieve shared health improvement priorities. * Lead the interpretation and presentation of health and care intelligence outputs to a variety of technical and non-technical audiences, including senior decision makers in the NHS and local government. This is likely to include the use of interactive visualisation tools and other related software. * Support the development, implementation and evaluation of long-term public health plans and strategies, impacting on a range of community agencies and strategic partnerships to improve health and reduce local health inequalities. * Lead the establishment and development of excellent working relationships with health and care system partners, colleagues and the wider team. System partners are likely to be wide ranging and could include health and wellbeing boards, academics, private and third sector organisations as well as NHS and other public services. * Facilitate public involvement and consultation exercises on designated issues, promoting dialogue with community groups and working in partnership with public involvement leads. * Provide professional leadership for health and care intelligence, embedding and shaping an evidence-led culture and influencing organisational strategy and the organisation or structure of health and care analytical teams including making the case for appropriate resourcing and development of analytical functions and systems.     **Health Improvement, Determinants of Health, and Health Communication**   * Provide health intelligence support to facilitate the commissioning of designated health improvement programmes, ensuring that they effectively target vulnerable groups to reduce local health inequalities. * Contribute expertise to the preparation of technical documents such as analytical reports, and organisational policy documents, audits and performance reports.   **Health Protection**   * Contribute to the organisational response to public health emergencies including communicable disease outbreaks and major incidents involving chemical, biological or radiological hazards * Support the development and implementation of policies which protect the health of the population in relation to communicable disease and environmental hazards applicable to designated work areas. * Support the surveillance of communicable disease and environmental hazards at a local level   **Health Care Public Health**   * Through analysis of health and care data, support the improvement in the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.   **Public Health Intelligence (Knowledge and Intelligence)**   * Support the presentation and communication of public health data in a way that promotes understanding of complex issues, to a wide range of audiences influences decision-making and supports community engagement. * Support the process of identifying robust health outcome measures to monitor and evaluation public health interventions * Develop and maintain an appropriate level of technical skill in managing and manipulating public health information databases in relation to designated work areas   **Research and Development**   * Search for and critically appraise relevant evidence and scientific research on health and care intelligence, health determinants and interventions to improve population health or the delivery of care. Formulate specific recommendations based on the interpretation of both data and the appraised evidence. * Seek out, promote and implement evidence-based practice informed by current research * Support the commissioning of public health research and audit of services in lead areas, including Health Equity Audits, Health Needs Assessments, Public Consultation and evaluative research surveys to inform the delivery of equitable and effective services. * Lead the design and implementation of health and care surveys, disease surveillance tools and instruments, and service evaluation tools.   **Service Improvement**   * Advise colleagues, on the design requirements of the most appropriate information systems for holding, linking and analysis of sensitive health and care data and for population health surveillance. * Performance monitoring of public health services and programmes, to enable identification of areas of poor performance and the delivery of recovery plans to improve service outcomes * Provide health and care intelligence to support evidence-based commissioning and the prioritisation of health and social care services for the population in order to maximise health outcomes.   **Ethically managing self, people and resources**   * Manage a varying and unpredictable workload to meet the needs of the Directorate * Participate in continuing professional development in accordance with an agreed personal development plan. * Deal effectively with conflict within the team and with partner organisations to gain and maintain good working relationships.  Human Resources  * To be responsible for own professional development and to participate in the organisational ‘My Conversation’ process. * Develop the analytical and the health and care intelligence skills and knowledge of others (including non-technical staff) in the health and care system through demonstration and promotion of best practice.  **Physical Skills, Physical Effort and Mental Effort**  * To be competent in using a keyboard and basic IT packages. * Concentration effort required in the development and analysis of public health reports.  Information  * To be responsible for maintaining the confidentiality of data or any personally identifiable information, complying with all Data Security Policy’s required for the role. * To be responsible for addressing all training needs of yourself and this should be done in line with organisational policy. * Advise on compliance with health and care information governance standards and legislation.  Code of Conduct  * Post holders are expected to comply with organisational schemes of delegation, standing financial instructions, policies, procedures and guidelines.   **Equal /Diversity**   * The council is committed to an Equal Opportunities Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users. | * Weekly |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
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| **Qualifications and Training** | | |
| * Qualification in GCSE English and maths at grade C or 4 and above (we accept Functional Skills Level 2 in English and maths) and **one of the following:** * Undergraduate degree in science, technology, engineering or mathematics (STEM). * Social sciences (e.g. psychology, geography, economics, accounting) undergraduate degree with research methods and/or statistics modules and an undergraduate dissertation that included a research data analysis component. * Level 4 or higher qualification in STEM or a related field that includes substantial mathematical content (e.g., Higher National Certificate/Diploma in computing, engineering, science). * Professional registration with FEDIP through the Association of Healthcare Analysts (AphA) at Practitioner or Senior Practitioner level. * Equivalent analytical work experience. | Essential | A |
| **Experience & Knowledge** | | |
| * As a level 7 apprentice, you will already have relevant experience of working in a similar environment and demonstrated and aptitude for working with data and generating intelligence. | Essential | A, I |
| * Prior experience of undertaking research, analysis, evaluation, reports and presentational work. | Essential | A, I |
| * Experience of implementing specialist expertise to design, undertake, analyse and report findings of primary and secondary research using specialist tools.. | Essential | A, I |
| * Experience of turning data into information, insight and intelligence to enhance the health and wellbeing of the population. | Essential | A, I |
| * Experience of leading specific information projects and the development of relevant data sets, dashboards and other analysis tools to appropriately reflect the needs and priorities of the organisation | Essential | A, I |
| **Skills and Abilities** | | |
| * Use of Microsoft Office Packages (Word, Excel, Access, PowerPoint) at an advanced level. | Essential | A, I |
| * Produce and present oral and written work on complex issues clearly and accessibly to non-specialists | Essential | A, I |
| * Ability to handle highly complex analytical and statistical health information problems and issues requiring interpretation | Essential | A, I |
| * Excellent project management skills and the ability to manage several projects at the same time | Essential | A, I |
| * Self-motivated and use own initiative but also work effectively as part of a wider team, contributing to the development and management of policy, performance and planning | Essential | A, I |
| * Work under pressure, assessing and responding to competing and changing priorities | Essential | A, I |
| * Work precisely and diligently to produce high quality, accurate work to tight deadlines | Essential | A, I |
| * Able to think strategically and identify suitable and innovative problems solving solutions, whilst managing complex sets of relationships and evidence of success in this regard. | Essential | A, I |
| * Highly developed communication and interpersonal skills, able to influence and challenge others, where appropriate to facilitate business change and to impact organisational culture | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.