TEAM BARNET

BARNET LONDON BOROUGH

Caring for people, our places and the planet

Role Profile

Job Title:	**Public Health Intelligence Analyst Apprentice**
Location:	**Colindale (Hybrid)**
Department:	**Insight & Intelligence Hub**
Directorate:	**Strategy & Innovation / Public Health**
Grade:	**Apprentice Level 7**
Type of Working:	**Hybrid Working**
Reports to:	**Senior Public Health Intelligence Analyst**

- **Job Purpose:**

You will play a key role in supporting Barnet's approach to neighbourhood working by developing and using public health and social care intelligence to understand, identify and reduce health inequalities across local communities. Working with colleagues and partners across the Council, NHS and voluntary sector, you will help build a detailed understanding of the health needs, assets and outcomes of different neighbourhoods and population groups, ensuring that resources and interventions are targeted where they can have the greatest impact.

You will develop public health intelligence tools and systems, including data collection, management and quality assurance processes. Using a wide range of health, demographic and socioeconomic data, you will design and deliver reports, dashboards and analytical products that provide actionable insight for neighbourhood teams, commissioners and decision-makers. Your work will support evidence-based decision making, targeted prevention activity and the delivery of Barnet's ambitions to improve population health and reduce inequalities.

Alongside this work, you will be given the opportunity to undertake and complete a Level 7 Health and Care Intelligence Specialist Apprenticeship. This will be a 22-month course with funding handled by the local authority. This course will provide you with new learning and skills to be able to lead on analytical projects within Public Health and Population Health.

As part of this programme, one day per week of your working week will be set aside for study and off-the-job learning. Find out more about the apprenticeship offer on The JGA website.

- **Key accountabilities:**

As a Public Health Intelligence Analyst Apprentice, you will work as part of the Insight & Intelligence Hub and contribute to the development of robust analytics and insight to improve our understanding of population health outcomes and health inequalities. Your work will help support decision-making across a range of Public Health programmes and topics.

In practice, you can expect to:

- Be working with a range of stakeholders to understand requirements and help scope analytical projects.
- Lead on analytical projects by collecting, transforming, analysing and presenting data using appropriate analytical and visualisation methods.
- Produce clear reports, dashboards, visualisations and narratives tailored to technical and non-technical audiences.
- Maintain data quality, integrity and security, following GDPR and wider information governance requirements.
- Ensure that statutory returns are collated and analysed and insight provided to inform interventions, preventative measures and service improvement.
- Collaborate as part of a supportive team and contribute to cross-organisational projects with partner agencies.
- Respond to ad-hoc enquiries and bespoke analysis requests from service providers, commissioners, members of the public, councillors and other stakeholders.
- Support Public Health registrars, practitioners and specialists in understanding population health data and statistics through training and knowledge sharing.
- Attend training sessions and undertake training and instruction to achieve a Level 7 Health and Care Intelligence Specialist Apprenticeship.

This post is an apprenticeship position and you will be expected to attend and work towards completing a Level 7 Health and Care Intelligence Specialist Apprenticeship.

Working under the guidance of your line manager, you will gain the technical knowledge and skills you need to succeed through a combination of real, practical experience and formal training. You can expect on-the-job training, formal development opportunities and dedicated mentoring.

One day a week, you will undertake protected apprenticeship learning. The apprenticeship course is designed to apply directly to real workplace challenges, so the work you complete in your analyst role will compliment your learning aims.

- **Apprenticeship Entry Requirements:**

Offers will be conditional on successful enrolment onto the Level 7 course and approval from the apprenticeship provider, JGA, so it is important that you read the eligibility requirements carefully before applying.

To be eligible, you must have:

- GCSE Grade C/4 (or equivalent Functional Skills Level 2) in English and Mathematics;

And at least one of the following:

- Science, Technology, Engineering or Mathematics (STEM) undergraduate degree
- An undergraduate degree in a social science subject such as Psychology, Geography or Economics, including research methods and/or statistics and quantitative modules, plus a dissertation with a research or data analysis component;
- A Level 4 or higher qualification in STEM or a related field with substantial mathematical or statistical content, such as computing, engineering or science;
- or equivalent analytical work experience at a junior analyst level or similar.

To help applicants decide whether this opportunity is right for them, please note that you may be ineligible for this post if:

- You do not meet the apprenticeship entry requirements or cannot commit to completing the full programme.
- You already hold an MSc or PhD in Public Health
- You are educated above master's degree level
- You do not have the right to work in the UK – this post is not eligible for a student visa or sponsorship.

- **Financial Responsibilities:**

No specific budget responsibilities.

- **Health and Safety Responsibilities:**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

- **Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / **L**earning to Improve / **I**nclusive / **C**ollaboration

- **Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

- **The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
• Must be educated to degree (or equivalent) level or relevant experience in data analysis, statistics or another subject relevant to public health with a high statistical content	Essential	Application
Experience, Knowledge & Skills		
IT Skills: • Knowledge of Microsoft Office (Word, Excel, Powerpoint) for analysis and presentation of data in reports	Essential	Application & Interview
Data and Analytical Skills: • Knowledge and use of Microsoft PowerBI to develop dashboards or reports using complex data from multiple sources	Essential	Application & Interview
• A high level of numeracy and literacy and the ability to work with data, interpreting and analysing information to identify key findings	Essential	Application & Interview
• Ability to clean, transform, and prepare data for analytical data pipelines	Essential	Application & Interview
• An understanding of data protection, ethical issues and confidentiality	Essential	Application & Interview
• Experience in the use of coding languages such as Python and/or R	Desirable	Application & Interview

• Experience or knowledge of working with relational databases, data matching, data modelling and working with large datasets	Desirable	Application & Interview
• Ability to translate business problems into data-informed solutions	Desirable	Application & Interview
• Ability to map logical step-by-step processes and to consider design implications in data collection, processing and reporting. Able to innovate and design dashboards and reports that are accessible, engaging and meet the needs of customers	Desirable	Application & Interview
• Previous experience (preferably in public health, social care, local authority or NHS) of statistical analysis	Desirable	Application & Interview
• Knowledge of routine information flows e.g. Hospital Episode Statistics (HES), mortality, births, primary care, social care and census data	Desirable	Application & Interview
• Knowledge of population level needs analysis and Population Health Management including public health statistical approaches such as standardisation and significance testing using confidence intervals	Desirable	Application & Interview
Project Management:		
• Experience of working to deadlines for regular and routine reporting and contributing to reports for a variety of different audiences	Essential	Application & Interview
• Relevant experience of managing complex workloads	Desirable	Application & Interview
• Relevant experience leading analytical projects	Desirable	Application & Interview
Communication and Influencing:		
• Able to write and contribute to reports which will be used by others in the development of policies and services to meet the organisation's priorities	Essential	Application & Interview
• Able to provide insight and undertake research to support the delivery of reports that can inform 'best' and 'next' practice	Essential	Application & Interview
• Able to communicate highly complex statistical analyses to diverse audiences	Essential	Application & Interview

• Able to present complex and contentious issues to non-specialist audiences and individuals to ensure that they can understand the implications to a service	Desirable	Application & Interview
Team Working:		
• Actively participates in cross-functional networks and groups and promotes own service within these	Essential	Application & Interview
• Able to build strong and positive working relationships with others	Essential	Application & Interview
• Actively participates in knowledge sharing and training activities as both a contributor and facilitator, supporting the development of colleagues and the wider organisation	Essential	Application & Interview
• Experience of working across organisational boundaries and contributing to reports for local and regional publication	Desirable	Application & Interview
Settling Direction:		
• Keeps abreast of relevant national developments as part of continuous professional development	Essential	Application & Interview
• Enthusiastic about the public health profession, improving the health and wellbeing of others and addressing health inequalities	Essential	Application & Interview
• Passionate about data process, development and problem solving and actively seeks out new challenges	Essential	Application & Interview
• Awareness of public health and social care functions and the role of public health and social care within local authorities	Desirable	Application & Interview
Respecting Others:		
• To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting and enabling equality of opportunity, promoting the diverse needs and aspirations of Barnet's community, ensuring equality and diversity is mainstreamed in all service/directorate activities	Essential	Application & Interview
• Actively champions and promotes equality and diversity	Essential	Application & Interview

• Acts on and achieves the promises and commitments made to customers, colleagues, and partners	Essential	Application & Interview
• Able to demonstrate impartiality and objectivity when taking actions and making decisions	Essential	Application & Interview
Values & Behaviours		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application & Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application & Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application & Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application & Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application & Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application & Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application & Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application & Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application & Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential	Application & Interview

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application & Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application & Interview