



Job Description & Person Specification

Senior Public Health Intelligence Analyst

Public Health Directorate, Cabinet Office

About the Team

The Public Health Intelligence team use health data to assess, measure and describe health and wellbeing, as well as health risks, health needs and health outcomes for the population of the Isle of Man. This is done by collecting, analysing and interpreting health related data into meaningful information which is used to indicate areas of health and wellbeing where the Isle of Man could improve. Health Intelligence informs action and enables the monitoring and evaluation of outcomes.

The team provide a health intelligence work programme including data analysis, establishing an evidence library, providing advice, guidance and interpretation of complex information and full programme of needs assessment working cross-government to establish the current and future needs of the population of the Isle of Man.

What will you do?

The Senior Health Intelligence Analyst is responsible for delivering the data, analysis and intelligence function to support Public Health's strategic aims and will manage the analytical arm of the Public Health Intelligence Team, under the supervision of the Head of Public Health – Population Health.

The post holder should have strong analytical and statistical skills/knowledge with an in-depth experience of establishing intelligence processes and using that intelligence to help inform strategy. They will support the development of effective and evidence-based Public Health information activity. The post holder will provide input into the process of understanding health needs in the area, addressing health inequalities, determining priorities for action, assisting wider understanding of the characteristics of the local population and actively disseminating the findings of a wide range of analysis.

The post holder will lead the production and development of a number of statistical/information services and will obtain, analyse, interpret and publish information relating to Public Health and the Wider Determinants of Health. Ensuring the provision of high quality and often complex information from a range of sources and that it is appropriately analysed and interpreted for use at operational and strategic levels to support and inform decision making. The post holder will provide specialised advice on health intelligence, statistics and statistical techniques, health data sets, epidemiology, survey design and questionnaire design. The post holder will develop and undertake projects on

behalf of the organisation e.g. lifestyle surveys.

Responsibilities of this post include the following:-

- Managing the analyst team consisting of two Intelligence Analysts
- Being a resource for data analysis, interpretation and presentation, utilising spreadsheets, maps and analytical tools across a wide range of data sets.
- Providing analysis and interpretation in response to external requests for information, subject to capacity and prioritisation.
- Providing specialist advice and guidance on intelligence issues including the development and analysis of public health data sets and information.
- Development of tools for statistical and epidemiological analysis.
- Being the lead specialist for specific datasets and methodologies.
- Implementing the production and development of a number of intelligence services that will obtain, analyse, interpret and publish information relating to life course or priority programme areas on the Isle of Man.
- Maintain a calendar of regular intelligence products including datasets, reports and survey delivery.
- Working with the Head of Public Health – Population Health to implement and support the Health Intelligence Strategy. Identifying, proposing and implementing changes to working practices and health intelligence policies to improve the quality of intelligence delivery which will impact on other disciplines or parts of the service.
- Allocation of analyst resource to the Joint Strategic Needs Assessment Programme and Public Health projects as required

What does that involve?

Communication and Relationship

- Good communications skills, both oral and written, are required to receive and analyse complex statistical information.
- An ability to present highly complex and sensitive information to other statistical specialists and non-specialist audiences and individuals
- Communicate and establish and maintain relationships with other members of the Public Health Team, a range of other groups or individuals seeking help, advice or information on epidemiology, statistics, statistical methods, research, survey and/or questionnaire design related to public health
- Write and contribute to reports. These reports will vary in length and complexity, and will range from informal summaries to detailed comprehensive reports. It will also be necessary for the post holder to be able to summarise these reports and disseminate their findings
- The post holder will act as a lead specialist; this will involve an element of teaching and training, as well as providing advice.
- Some reports will require communication of highly complex statistical analyses and concepts, and it will be necessary to be able to explain such analyses and findings to specialist and non-specialist audiences in a way that they can understand the implications and the inferences arising from the analyses within the report and be persuaded of the right course of action
- Presentations will be made to a variety of audiences in both terms of

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knowledge and size.

Knowledge, Training and Experience

- Provide solutions to a wide range of analytical and methodological issues, projects and queries by demonstrating a specialist and in depth knowledge of epidemiology, statistics and information analysis related to health.
- Have appropriate level of knowledge to be able to support the development and production of major reports e.g. Public Health Annual Report and Joint Strategic Needs Assessment (JSNA) Programme
- Knowledge and experience of undertaking surveys, statistical analyses, and dissemination of findings with the ability to communicate complex information to specialists and non-specialists
- Knowledge and experience of local, national and international relevant data sources
- Undertaking evaluations using statistical and epidemiological methods to effectively measure the outcome and benefit of individual public health initiatives
- Knowledge of various statistical software packages as well as database and spreadsheets, and have the knowledge and experience to undertake complex data management and manipulation

Analytical and Judgemental Skills

- Handle complex analytical and statistical health information issues which require interpretation to formulate solutions.
- Use judgemental skills to derive alternative information sources and methods of analysis when appropriate
- In conjunction with high-level technical skills, a range of complex analytical skills are needed to appropriately identify and respond correctly to complex epidemiological issues.
- Some analyses involve sensitive information, the post-holder needs to ensure that the analyses are completed carefully and correctly; this involves detailed checking and examination of the analyses produced.

Planning and Organisational Skills

- The post holder will be required to manage a number of projects underway at the same time, and it will be necessary for the post holder to plan and coordinate other agencies/professionals as well as organise their own time to meet deadlines
- The post holder will be required to exhibit flexibility in order to allow for changes in information format, lack of information provided and delays in receiving requested information
- It may be necessary for the post holder to arrange meetings with colleagues to plan objectives and work commitments for multidisciplinary research, audits and projects
- Understand principles of project management and work effectively with the Programme and Projects manager
- Develop data intelligence policies to support business planning for the area.

- Contribute to the development of information strategies and policies

Responsibility for Policy/Service Development

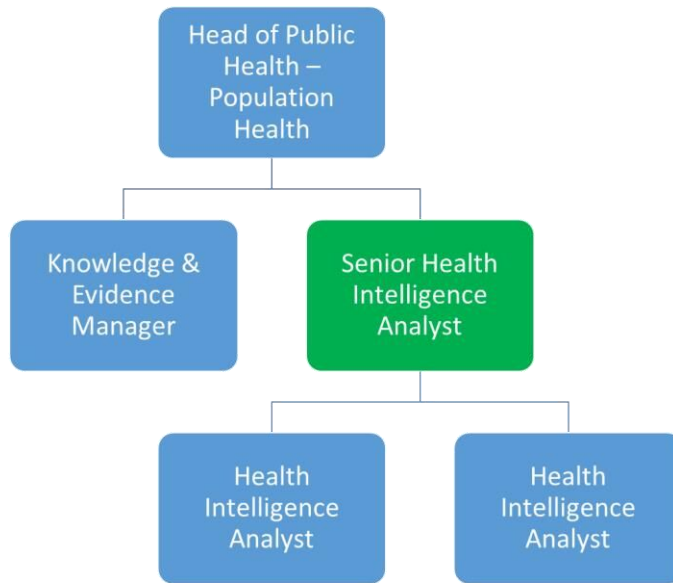
- Help to identify gaps in public health information working with multi-agency teams to agree and develop appropriate new ways of collecting data and raising awareness of the need and importance of statistics and epidemiology to connect public health information to organisational practice
- Write and contribute to reports which will be used by others in the development of policies and services to meet the organisation's priorities.
- Support colleagues within the team by developing, maintaining and documenting standard operational procedures relating to data collection processes, ensuring procedures are accurate and up-to-date.
- Keep abreast of relevant national information developments as part of continuous professional development.
- Identify and propose changes to working practices to improve the quality of information delivery that will affect other disciplines or parts of the service.
- Work, store and transmit data in accordance with data protection, Caldicott Guardian, freedom of information systems and confidentiality principles.

Management of Resources

The post holder will be responsible for managing 2 members of staff. The structure of the team can be seen below.

The post holder will be expected to run the analyst arm of the Public Health Intelligence department efficiently and smoothly, whilst providing leadership, guidance and motivation to their team.

The post holder will also ensure active participation in team and department meetings – in order to report, promulgate and co-ordinate work concerning the department and its staff.



What do you need to be successful in this role?

This role is Level 4 on the IOMG People Qualities framework

	Essential or Desirable	Method of Assessment
Credibility		
Excellent communicator; able to express highly complex issues both orally and in writing to a range of audiences. This includes writing reports, presentations and conducting meetings.	E	CV/Interview
An ability to present highly complex and sensitive information to other statistical specialist and non-specialist audiences and individuals	E	CV/Interview
Ability to assimilate and communicate complex information across a wide range of subjects	E	CV/Interview
Has open conversations	E	CV/Interview
Addresses the Issues	E	CV/Interview
Builds supportive relationships	E	CV/Interview
Professional and credible	E	CV/Interview
Capability		
Educated to at least degree level or equivalent qualifications	E	CV/Pre-employment checks
Technical Qualifications relevant to the role	D	CV/Interview
Experience in managing a team	D	CV/Interview
Practical experience of collecting, assessing and appraising complex data sets	E	CV/Interview
In-depth analytical skills and the ability to collect and assess qualitative and quantitative data to an extremely high level.	E	CV/Interview
Able to handle highly complex analytical information problems and issues requiring interpretation	E	CV/Interview
Experience in the use of statistical or epidemiology methodologies for analysing, interpreting and understanding data	E	CV/Interview
Experience in the development of processes for the inputting, storing and dissemination of information.	D	CV/Interview
Excellent organisational skills	E	CV/Interview
Project management skills	D	CV/Interview
Future Focussed	E	CV/Interview
Makes Considered Decisions	E	CV/Interview
Encourages innovation and supports change	E	CV/Interview

Character		
Practical experience in managing and supporting change	E	CV/Interview
Provide advice and support to all levels of management and analysts in the interpretation and use of data and intelligence	E	CV/Interview
Resilient and capable of handling conflicting demands	E	CV/Interview
Able to prioritise workloads within timescales	E	CV/Interview
Knowledge of the Public Health Directorate	D	Interview
Knowledge of the Wider Determinants of Health	D	Interview
Conscientious and proven team worker	E	CV/Interview
Trust and is trusted	E	CV/Interview
Inspires and motivates	E	CV/Interview
Has positive energy and drive	E	CV/Interview
Other requirements		
Isle of Man Worker	D	Application
Full, valid driving license and access to own vehicle	D	Interview