

Kent County Council

Job Description: *Public Health Information Officer*

Directorate:	Chief Executive's Depart
Unit/Section:	Public Health
Grade:	KR8
Responsible to:	Senior Public Health Analyst

Purpose of the Job:

Collate, analyse and present public health information from a diverse range of data systems and sources, ensuring that it is accurate and up to date, to support business planning, policy development, performance management and the development of public health projects. Assist the Senior Analysts within the team, providing support across multiple projects including health needs assessment, equity audits, evaluations and assisting with ad hoc requests from stakeholders. Key aspects of the role include ensuring public health data is accurate and updated in a timely fashion, website maintenance and producing graphs, maps and assisting with their interpretation for reports. Opportunities will be given to be involved in a variety of types of project work, to lead on smaller projects, to conduct statistical analyses, and to verbally present findings.

Main duties and responsibilities:

- Analyse complex data and present information in a clear and visually appealing way.
- Develop, maintain and improve systems to input, store and disseminate information, ensuring that information is accurate and up-to-date, and that confidential and sensitive information is stored and used in accordance with the data protection act and national disclosure policies.
- Describe population health needs using appropriate national and local health-related datasets.
- Provide information and analyses to a range of customers ensuring that all outputs are accurate and timely.
- Develop and maintain a comprehensive knowledge of public health information sources, including their publication schedules, uses and limitations, and of national and local policies governing information sharing to ensure compliance.
- Extract and prepare datasets for use in the wider public health intelligence team ensuring that data confidentiality and data sharing safeguards are rigorously maintained.
- Establish and implement methods to ensure data quality and accuracy and appraise the data in terms of its uses and limitations.
- Develop and implement standard analytical methodologies to ensure a consistent approach across the team; statistical methods may include the calculation of standardised rates, confidence intervals and projections.
- Apply efficient data processing workflows by using the R statistical software and Power BI.
- Ability to travel to meet the requirements of the service, with requirement to work from Maidstone based office 1-2 days per week.
- Commitment to equalities and the promotion of diversity in all aspects of working.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Public Health Information Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• A Level or equivalent in a quantitative discipline as statistics or mathematics
EXPERIENCE	<ul style="list-style-type: none">• Experience of analysing and interpreting data and producing statistics• Experience of presenting complex information• Experience of working in a confidential environment and awareness of data security and confidentiality issues
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Able to confidently use desktop applications (Microsoft Office) MS Word, Excel, Access, PowerPoint• Advanced use of spreadsheets such as Excel or similar packages to manipulate, interrogate and present information in the form of reports and charts• Excellent numeracy skills and the ability to interpret results of statistical analysis• Able to establish and maintain productive working relationships• Able to plan and prioritise own work, adhering to tight deadlines and balancing priorities for delivery• Able to work as part of a team but also independently using initiative to determine the best way to achieve objectives• An eagerness to learn new skills through training and independent learning
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of robust analytical techniques and procedures• Knowledge of legislation and national guidance relevant to the storage and use of information• Knowledge of public health principles and an awareness of wider health determinants and their impact on health and wellbeing• Awareness of Data Protection, Freedom of Information and transparency and confidentiality issues
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p>

	<p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
--	--

