

**Covid 19 Intelligence Officer - Public Health** - secondment/fixed term opportunity for up to one year due to funding

**Band: 7, Salary:** £25,481 - £29,577 p.a.  
37 hours per week

## **The Service**

Portsmouth is a great waterfront city with a bright future. As part of shaping the city's future, the Council is committed to making Portsmouth a great place for our residents to live and work.

The Public Health Directorate plays a key role in achieving the city's ambitions by providing leadership and influence to improve the health and wellbeing of the people of Portsmouth. We do this by focusing on improving the health and wellbeing of our poorest residents fastest to reduce health inequalities.

The service leads on delivering the Council's public health role including the response to the Covid-19 pandemic, working closely with a range of colleagues within the Council and partners such as NHS Portsmouth Clinical Commissioning Group, the voluntary and community sector, the University of Portsmouth, businesses and local residents.

As a service we take pride in our work by valuing others and focusing on areas where we can make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you work then this role that meets your expectations.

## **What is the role?**

The Covid-19 pandemic has created additional demands for Public Health within local government to source, develop and produce high quality datasets and analysis. This post supports the Intelligence team in meeting those increasing demands, for example collating new datasets to support outbreak management and intelligence-informed preventative action.

The post holder will sit within the Public Health Intelligence team and report to the Specialist Public Health Intelligence Analyst. The post holder will work within the Public Health service to source, analyse and disseminate complex public health information. They will help ensure that local contact tracing of Covid-19 cases is informed by the best available data and intelligence. Although this post will mainly be supporting with Covid 19 you may, on some occasions be asked to assist with other projects.

The overall aim of the post is to support the assessment of population health status and health care requirements within the city and the post holder will contribute to the production of high quality needs assessments to inform local decision making. The post holder will work in line with the corporate values and policies of Portsmouth City Council.

## What is the role?

Within the role you will:

- Assist the Specialist Public Health Intelligence Analyst in interpreting new and existing sources of data and formulating their use within applications such as Power BI
- Support the local authority's development of enhanced local contact tracing, using data from local, regional and national sources to support routine outbreak management and intelligence-informed preventative action.
- Source and validate data, presenting and interpreting it in Excel spreadsheets and Power BI, to inform decision-making as part of the Covid-19 response as well as contributing to the city's overarching needs assessment.
- Conduct analysis and present complex public health information, for example in geographical and topic specific data profiles.
- Validate the data sources e.g. checking if there have been changes in data definitions, then checking the metadata to investigate reasons for differences. The post-holder may have to contact the source of the data (e.g. Department of Health and Social Care, Public Health England, NHS Digital) to obtain further information.
- Problem-solve, recognise the limits of your knowledge or expertise and alert the Specialist Public Health Intelligence Analyst of data issues which s/he has investigated and require further investigation.
- Follow good practice in data handling including in using personal initiative in identifying issues of data quality or changes in metadata.
- Support and train colleagues in statistical techniques, interpreting data and using Excel and Power BI.

## Who is the person?

You need to:

1. Have a good level of educational attainment - holding a Degree level qualification in a relevant subject e.g. involving analysis and application of data (or have equivalent experience).
2. Have experience of applying your skills to the analysis of public health or equivalent data and be able to demonstrate your ability to analyse and present such data.
3. Have experience of working in an information team within health, social care or a related area.
4. Have experience of processing data (collating, inputting etc.), ensuring that it is robust, consistent, accurate and complete.
5. Be able to design and maintain databases; and also have experience of searching and using databases and the Internet.
6. Have knowledge of, or has the ability to learn how to use, specialist software including GIS, geodemographic segmentation tools and webpage development.
7. Have experience of working as part of a team because s/he will be supporting other Public Health Intelligence Team members or Public Health managers in their workload and working on several projects at the same time.

8. Be able to undertake analytical tasks under guidance from the Specialist Public Health Intelligence Analyst such as survey analysis.
9. Have good writing skills and be able to update briefing notes and provide data interpretation and analysis.

**Additional information:**

If you have any questions, or would like an informal discussion about the role, please contact Matthew Gummerson, Strategic Lead for Intelligence on [matthew.gummerson@portsmouthcc.gov.uk](mailto:matthew.gummerson@portsmouthcc.gov.uk)

**Closing time:** 4 March 2021

Applications received after this may not be considered

***If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application form.***

To make sure your application is above the rest, please review the "**job profile**" and "**how to apply**" on the home/front page of the careers portal to ensure your application matches the requirements of the role. **Please ensure you refer to the 'how to apply' document before/when you complete your application as there is information in there that you need to include and evidence in your application for this role.**

**General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

If you have any queries, contact us on 023 9284 1191 (8:30am to 5:00pm Monday to Thursday, 8:30am to 4:00pm Friday).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.