

Job Title Public Health Assistant Analyst and Researcher

Department: Cabinet Office

Division: Public Health

Reports to: Public Health Commissioning and Contracts Manager

JE Ref: CB1038

Grade: CS08

JE Date: 18/01/2024

Purpose

Research and commissioning are central to the work of Public Health. The Public Health Intelligence and Commissioning Team is responsible for running a varied and ambitious portfolio of activity, which places a strong emphasis on building the evidence base for improving people's health and wellbeing, understanding the quality of health and care, making health and care more sustainable and improving health care delivery. The team aims to have a wide impact on public health policy and practice and influence the future direction and planning of the public health department.

The portfolio of work for this role encompasses evidence reviews, knowledge mobilisation activities, independent service evaluations, specification development, provider procurement and service evaluation, including in-house public health delivery.

The Public Health Assistant Analyst and Researcher is a key member of the Public Health Intelligence and Commissioning Team, working to ensure research, commissioning and grant/contract management processes are carried out to the highest standards. Key responsibilities of the role include.

- Undertaking timely, accurate, high quality and robust research and data analysis to support decision making across public health and wider Government.
- Providing research, analytics and commissioning support to the Public Health Intelligence and Commissioning Team
- Developing and preparing project plans and key documentation such as risks and issues log to support service transformation.

Job specific outcomes

1. Conduct, compile, validate, interpret, and analyse data and trends using qualitative and quantitative data techniques and methods which provide intelligence for strategic decision making, including the creation of relevant documentation and validation plans, in order that reporting meets the customers' needs and processes are robust and appropriate.
2. Assist in qualitative research strategies. This includes supporting research on topics to be analysed and areas of concern. Support the development of proposals for research methods appropriate for the research questions to be explored.
3. Undertake appropriate training to ensure sensitive research methodologies are implemented, subject safety is safeguarded, and data security and confidentiality is

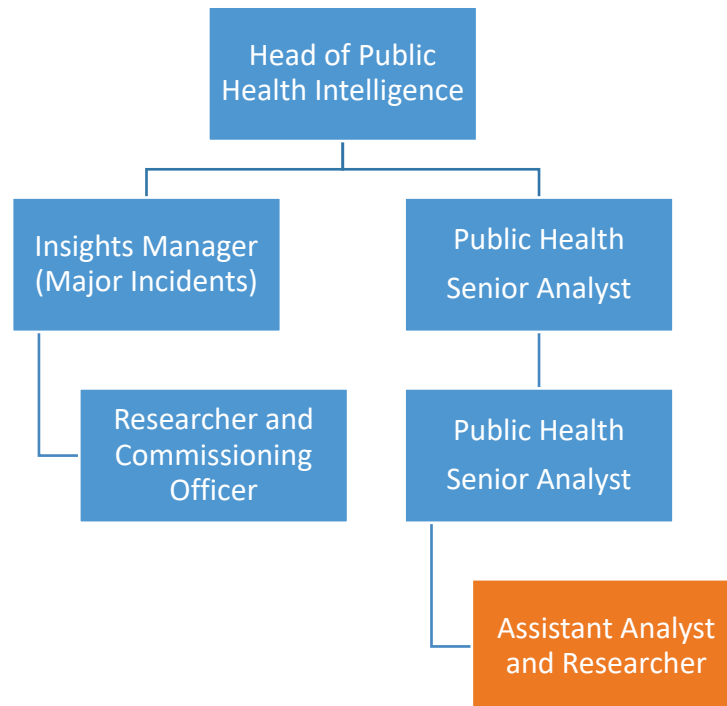
maintained in accordance with legal, Government of Jersey policy and best practice standards.

4. Assist in drafting communications of research, analysis and commissioning outcomes to cross-departmental stakeholders and ministers. This includes consideration of possible improvements and streamlining of the process where feasible.
5. Produce summaries of relevant academic literature or intelligence reports to specific requests. Undertake data collation, analysis, and interpretation to produce reports, dashboards, and data visualisations to support understanding of evidence by a wide range of audiences. This will result in high quality reporting which informs and improves strategic decision making.
6. Produce analyses and intelligence in response to specific requests, to time and quality standards. Work with stakeholders to develop their data and analysis requirements, suggesting improvements and scoping the final report format and content to meet information and analysis needs.
7. Provide administration and project support for Public Health Commissioning and Research Team including organising focus groups, stakeholder engagement events and workshops, uploading and managing surveys, organising meetings, filing, raising purchase orders, updating project documentation including managing the risk and issue log.
8. Produce relevant reports to support the understanding of public health and, where appropriate, present reports and trend analysis at meetings, in order that operational and strategic decision making is based on evidence and high-quality analysis.
9. Deal with general enquiries from operational and strategic teams, respond to ad hoc requests in a timely and accurate manner and escalate to senior colleagues where appropriate.
10. Monitor that effective information processes are being followed to ensure the timeliness and validity of information. Liaise with the stakeholders to address any issue of non-compliance and to encourage/promote continuing data quality improvement.
11. Keep up to date with best practice initiatives from external bodies (e.g., Statistics Jersey, Office for National Statistics, and other bodies relevant to the business area e.g., the NHS and/or UK Local Authorities) and ensure compliance where appropriate. Keep senior managers advised of these initiatives and the impact on their working practices.

Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989.
- To work in accordance with the Data Protection (Jersey) Law.
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
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| <p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p> | <ul style="list-style-type: none"> Educated to degree level in a subject with significant numerical, or social research components and/or have proven analytical skills gained through work experience. Evidence of continuing professional development. | <ul style="list-style-type: none"> Project management qualification, or similar such as Prince 2 Lean processing qualification |
| <p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method, or procedure).</i></p> | <ul style="list-style-type: none"> Good understanding of qualitative and quantitative methodologies and data analysis Understanding of how data and analysis can be used to improve service performance and outcomes. Basic understanding of the project and/or commissioning cycle | <ul style="list-style-type: none"> Understanding of working in a political environment. |

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| <p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g., language fluency, vehicle licence etc.</i></p> | <ul style="list-style-type: none"> • Ability to analyse qualitative and quantitative data, identify trends, identify issues, and provide insights and recommendations to improve working practices and data quality, with a particular focus on the relevant business area of the post (e.g., public health). • Use of Microsoft Office suite (Excel, Word, PowerPoint etc) and other industry standard report writing tools (e.g., SQL, SSRS, QlikView, Power BI, BusinessObjects, Alteryx) to deliver quality outputs including presentations, reports, dashboards, and scorecards. • Ability and drive to learn how to use new business intelligence reporting programmes/ software. • Demonstrable initiative/skills to identify solutions to meet the intelligence needs across the organisation collating information across multiple systems. • Knowledge of project management principles and processes, with an understanding of how these can be applied. | <ul style="list-style-type: none"> • Experience with data software such as SPSS or SAS or extensive data analysis • Experienced Excel • Experience of using Perform. |
| <p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p> | <ul style="list-style-type: none"> • Highly customer focused - excellent interpersonal skills and ability to build and maintain successful working relationships. • Ability to work collaboratively and develop strong working relationships. • Excellent verbal and written communication skills, producing reports/documentation to a professional standard with an ability to communicate complex issues in a simplified, comprehensible way that drives action. • Self-managing – ability to work on own initiative whilst also achieving results as part of a team. • Ability to work independently, inspire confidence in others and make informed knowledge-based decisions within their area of responsibility. • Exceptional attention to detail. | <ul style="list-style-type: none"> • Understanding of safeguarding policy and practice |

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| <p>Experience <i>This is the proven record of experience and achievement in a field, profession, or specialism.</i></p> <p><i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p> | <ul style="list-style-type: none"> • Experience working with sensitive data. • Experience of managing a workload with often changing priorities. • Experience working in the public sector and/or the business area of the role (e.g., Health and Social Care) | <ul style="list-style-type: none"> • Good governance and visibility of progress, risks, and issues • Experience conducting interviews and focus groups. |
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Organisational structure



Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 6 core accountabilities, attributes, and behaviours indicators.