

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Public Health Analyst Apprentice	Grade:	Level 7 Apprentice
Reports to (Designation):	Health and Wellbeing Intelligence Manager	Grade:	SMG2
Directorate:	Adult Social Care & Health	Department:	Public Health

Main Purpose of the job:

Analyse health and care data to improve public health outcomes, support policy-making, and enhance the efficiency of healthcare services. The role involves working with large datasets, collaborating with council, NHS and government bodies, and ensuring compliance with public health regulations.

Summary of Responsibilities and Personal Duties:

- Providing public health intelligence to improve the health of residents in South East London, working with Local Authority and NHS colleagues
- Gathering requirements, designing and developing dashboards, and support others with their projects.
- Providing advice on epidemiology, health intelligence, statistics, research and survey design to inform service design and commissioning decisions
- Supporting senior analysts and the Health Intelligence Manager with the delivery of the Joint Strategic Needs Assessment
- Work on developing and monitoring Health and Wellbeing Strategy's.
- Use best practice to enhance existing datasets and develop new data collections and reporting mechanisms to support colleagues.

Internal Contacts: These include colleagues in CYP and Adults Commissioning, Housing and Environmental Health.

External Contacts: This will include NHS, Public Health Teams in other local authorities, UKHSA and OHID

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

Number of fully managed staff: N/A

PERSON SPECIFICATION

Job Title: Public Health Analyst Apprentice

Grade: Level 7 Apprentice

Department: Public Health

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relates to this post	
Knowledge	
Current working knowledge of Public Health within a Local Authority context	S
Conduct comprehensive data analysis to support public health initiatives.	
Prepare reports and data visualizations	S
Implement data-driven strategies to improve public health services.	
Maintain transparency and accountability in data handling and reporting.	
Aptitude	
Commitment to improving public health outcomes	S
Ability to navigate and comply with relevant processes and regulations.	
Ability to adapt, as this apprenticeship will rotate through all six South East London boroughs, every six months	
Ability to study to Masters Degree Level	
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Ability to work with government databases and public health information systems.	
Strong understanding of public health data and regulatory requirements.	
Experience	
Experience of public health or public health intelligence work	S
Experience and ability to work in partnership with other organisations	
General Education	
First degree in public health, statistics, science or health-related field (or equivalent experience)	
Circumstances	
The role requires six-month rotational placements within Public Health Departments across the six South East London boroughs. Candidates must be able to work in any of the participating boroughs for the duration of each placement	

Physical

Generally candidates must meet the standard Lewisham requirements for the post

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)