**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Information Analyst |
| Salary: | £33,366 to £36,124 |
| Grade: | 9 |
| Hours: | 37 per week.We are open to discussions about flexible working.Fixed term: 1 year maternity cover |
| Team: | Public Health – Health Intelligence |
| Service Area: | Public Health and Community Safety |
| Primary Location: | The primary location is County Hall, Oxford OX1 1ND and we encourage everyone in the team to work alongside others in the office at least once a week. |
| Budget responsibility: | None |
| Responsible to: | Senior Public Health Practitioner (Health Intelligence) |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.* Support customers by sourcing, compiling and analysing accurate and up to date information to provide an evidence base for commissioning, service provision, management information and performance management to support continued improvement and outstanding services
* Contribute to the collection and timely submission of statutory statistical collections and publications such as the Director of Public Health Annual report
* Provide statistical information and analysis to councillors, operational managers, commissioners, central government, and inspectorates
* Contribute to the production of needs assessments including the Joint Strategic Needs Assessment (JSNA)
* This post holder is responsible for ensuring that all relevant county policies and procedures are adhered to and concerns are raised in accordance with these policies
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## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* Source, compile and analyse data in order to produce and present reports in compliance with council strategy and policy e.g. performance reports and statutory and regulatory returns
* Contribute to the process of data collection and reporting in relation to statutory returns, ensuring that deadlines are met
* Support internal and external customers in their use of information and ensure that information requests are met in a timely way
* Support and encourage the delivery of the best quality records. Audit data quality of information reports and produce audit lists for submitted returns
* Provide locally defined reports for planning and performance management to support teams including locality profiles, analysis, and mapping in order to plan services and measure their success
* Offer support and guidance to customers in an efficient and effective way on data related topics to ensure they can use and understand the information provided
* Prepare public health data for the JSNA, keeping published information up to date
* Liaise with key internal, external and voluntary sector stakeholders to identify key additional indicators for the JSNA
* Manage queries received through shared team health intelligence request process
* Maintain awareness of changing government guidance, council structures and other key factors in order to amend reports and databases as appropriate
* Work closely with other data teams within and outside the County Council in order to provide a holistic data picture in line with service delivery needs
* Support the development of databases and related tools to improve the efficiency, accuracy and effectiveness of information
* To ensure that all information complies with the data protection standards. To liaise with a range of external professional bodies, local authorities and other departments of the Council to ensure that we are aware of, and compliant with, reporting requirements and operate best practice.
* To maintain and develop effective systems for the safe, secure and accurate, collection, storage, transfer, analysis and reporting of services
* To liaise with government departments, such as the DfE, Ofsted, NHS Digital regarding the submission of statutory returns
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| **1. Knowledge, Training and Experience*** Maths ‘A’ level or equivalent level 3 qualification
 | A, D |
| * Good knowledge of databases and their specification
* Understanding of the strategy, business and functions of Public Health in local government
 | A, I |
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| --- | --- |
| * Experience of using and producing statistical reports from client databases
* Extensive use of Microsoft Office applications, including Excel, Word and PowerPoint
* Experience of all aspects of information and data reporting, including inputting, retrieval and collation of data using different systems
* Experience of problem solving using a numerical approach
* Experience of preparing statistical reports and commentary
* Experience of producing reports involving the analysis of quantitative and qualitative data
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 | A, T, I |
| **2. Data analysis skills*** Excellent ICT skills including the use and manipulation of spreadsheets
* Ability to analyse and interpret quantitative and qualitative data
* High level written, numerical, analytical and problem-solving skills
 | A, T, I |
| **3. Communication and Relationship Skills*** Ability to negotiate and work with others as part of a busy team
* Actively asks for and takes into account other people’s views and opinions
* Ability to explain the results of complex data analysis simply and clearly, both in person and in writing
 | A, I |
| **4. Planning and Organisational Skills*** Demonstrates an organised and systematic approach to work with good attention to detail
 | A, I |
| **5. Values and Behaviours**Evidence of displaying the Council’s values and behaviours in all that you do:* Always learning – We create an environment that enables people to grow and develop; we seek feedback, we act on it; we always look to be even better; learning from our mistakes.
* Be kind and care - We value our staff; we respect and treat everyone with understanding and compassion; we care not just for our customers but each other. We take care of our own and others well-being.
* Equality and integrity in all we do - We embrace equality, diversity and inclusion; valuing the difference in others. We always act with integrity, working in honest, ethical and supportive ways, building effective relationships; we trust each other to do what we promise.
* Taking responsibility - We hold ourselves accountable, take responsibility for what and how we deliver; we give and seek to be empowered to make a difference; we actively contribute to delivering the best for all.
* Daring to do it differently - We innovate, we look to do things differently and improve the way we do things every day; we're not satisfied with the status quo and work creatively to solve problem.
 | A, I |
| Desirable Criteria | Assessed By: |
| * Educated to a degree or equivalent
* Qualification in related areas such as statistics and/or research
 | A, D  |
| * Experience of local government
* Experience in the development and management of databases
* Mapping skills
* Experience of delivering interactive data tools
 | A, I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [x]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

February 2025