# Job Description

**Role Profile** Data Analyst Apprentice

**Service/Team** Public Health and Communities

**Reports to** Senior Analyst

**Responsible for** n/a

**Number of posts** 1

**Post number** n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** contributing to a robust and efficient public health intelligence service, that supports data-driven decision making, identifying potential health risks and supporting the development of effective policies to safeguard and protect public health.

**Job Overview**

As a Data Analyst Apprentice, you will play a crucial role in the development of effective and evidence-based public health action by delivering analytical support. You will be working with data and undertaking research projects to help understand population health needs, measure health inequalities, monitor commissioned contracts, support policy making and assist in determining priorities. You will work with the directorate, council services and partners across the Integrated Care System to delivering timely, accurate and insightful intelligence.

## Key Responsibilities

* Working with colleagues within the Public Health and Communities Team (Consultants, Commissioning leads, and other analysts) to provide a public health intelligence service to colleagues and partners. This will include providing advice and responding to requests related to service evaluation, health needs assessments, inequality analyses, interpretation of published data or systematic reviews, etc.
* Support the design, development and maintenance of a timely and high-quality public health data environment to enable the Council to deliver its analytic functions accurately and responsively
* Advise and support on matters relating to data analysis and statistics, and analytic techniques pertaining to complex public health questions and population health data.
* Work proactively with other data analysts in the wider analytic healthcare and public health community Pan-Dorset.
* Effectively present complex public health data and analysis into clear, concise information for both technical and non-technical audiences in a variety of formats to aid understanding and inform decision making in the Public Health and Communities team. This may include presenting findings at committees or public meetings.
* Provide advice and support to colleagues on the quality and application of data sources including complex health-related datasets.
* Keep up-to-date with statistical and data science techniques/applications in pursuit of public health intelligence ambitions and efficiencies. This may include SQL, the use of R programming language, and dashboard development using Power BI.
* Keep up to date, on changes in legislation in public health, national and regional databases and public health information systems so that improvements in research can be made, and the organisation or unit is aware of changes in the external environment.

## Specific Qualifications and Experience

•  Relevant undergraduate degree (or equivalent experience) in Science, Technology, Engineering or Mathematics (STEM) or Social Sciences (e.g. Public Health, Psychology, Geography, Economics, Accounting) or a related field that includes substantial mathematical content.

• Relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development and understanding of industry best practice and broader commercial awareness that enhances theoretical and practical skills/knowledge.

* Understanding of key data sources used in health and/or local government, with a specific emphasis on public health datasets
* Understanding of the application of data and insights to service planning and policy development, ideally in a local government or health-related environment
* Recent previous experience within an analytical role
* Experience of data and statistical analysis using advanced ICT skills
* Experience in interpreting and communicating complex information to a range of audiences
* Experience and knowledge of data protection and working with confidential information.
* Experience in the use of data management systems such as SQL
* Experience in data visualisation tools, ideally Power BI
* Experience of providing advice and guidance to others
* Proficient user of Microsoft Office and Office 365 applications.

## Personal Qualities & Attributes

* Ability to assimilate and analyse complex and sensitive information in an appropriate manner
* Ability to plan and organise own work, understand how their work relates to other processes and teams, and to manage conflicting demands and requests for information
* Ability to communicate effectively and cause understanding in others, drawing on technical and specialist knowledge
* Understanding of Business Intelligence applications and processes
* Ability to problem solve and develop creative solutions
* Ability to work well under pressure

## Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* Commitment to continuing professional development

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.