



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Senior Public Health Intelligence Analyst
Job Reference	712734
Service	Adult Social Care and Health
Team	Public Health
Location	Hybrid: home working/Shute End, Wokingham
Reports to	Public Health Intelligence Manager
Responsible for	No line management responsibilities
Grade	9
Contract Type	Permanent
Hours	Full-time

Main Accountabilities	
1.	Support the development of an evidence base for commissioning, and service development through sourcing, compiling, and analysing accurate and up to date information. To include contributing to the production of needs assessments including Joint Strategic Needs Assessment (JSNAs)
2.	Support the development and maintenance of public health data dashboards used for monitoring strategies and the performance of public health-commissioned services
3.	Provide data and analysis in response to the needs of the public health team, wider council directorates, and key partners
4.	Collaborate with internal and external partners including NHS bodies, national organisations, local authorities and academic institutions to enhance data use and public health outcomes
5.	Adhere to relevant legislation and best practices to ensure data quality, governance and ethical use of data
6.	Contribute to building analytical and data led thinking within the team and wider organisation
7.	Design and deliver complex analyses to identify health trends and inequalities using visualisations, statistical techniques, geo-mapping and comparison with appropriate geographies
8.	Understand and communicate the variability of inequality cohorts within a population





Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to a degree or equivalent 	<ul style="list-style-type: none"> Qualification in related areas such as statistics and/or research
Experience	<ul style="list-style-type: none"> Understanding of the strategy, business and functions of Public Health in local government Experience using specialist software tools such as Power BI, and SQL Experience independently applying the principles of General Data Protection Regulation (GDPR) and information governance 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 	<ul style="list-style-type: none"> Experience of working in local authority public health Experience in developing Power BI dashboards Experience in contributing to Needs Assessments/ JSNA
Skills/Knowledge	<ul style="list-style-type: none"> Strong written, numerical, analytical and problem-solving skills Ability to prepare and cleanse data for analysis and ensure valid and replicable results Ability to understand and communicate limitations of data and how it can be enriched to provide more relevant information Ability to determine which tools and techniques are most appropriate to analyse data and provide insight Ability to communicate to technical and non-technical audiences Ability to turn complex data into clear visualisations 	<ul style="list-style-type: none"> Skills in website editing using WordPress Skills in using ESRI data and mapping tools
Behaviours/Attributes	<ul style="list-style-type: none"> Ability to negotiate and work with others as part of a busy team Actively asks for and considers other people's views and opinions Demonstrates an organised and systematic approach to work with good attention to detail 	





	<ul style="list-style-type: none">• Values equality, diversity and inclusion; and the difference in others	
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Purpose Details	
Service Purpose	The central aim of the Public Health service in Wokingham is to improve the health and wellbeing of local residents, reduce unfair and avoidable differences in health and wellbeing and to support residents to make positive health choices. This includes working to protect the health of residents from communicable diseases. When appropriate, Wokingham Public Health Team work at a Berkshire West or pan-Berkshire footprint to support in matrix working on specific topics or at times of health protection need.
Role Purpose	To ensure that the best available data and evidence is used to assess service delivery, health outcomes, needs and inequalities for the local population. The post holder will capture, analyse and communicate data and insight in an efficient and impactful way, reducing duplication, and making insight accessible and actionable. They will work with the Public Health Directorate to expand understanding of what differences Public Health Services are delivering to residents, who they are reaching, and who they are not, using data to help identify opportunities for improvement.

Supervision and Relationships	
Supervision Received	Line management from the Public Health Intelligence Manager
Supervision Given	The post has no formal line management responsibilities. However, the post holder will be expected to work collaboratively with internal and external colleagues.
Contacts	To work in in close collaboration with officers from across directorates within the Council; local authority Public Health officers and public health specialists

Resources/Budget Management
No resource/budget management responsibilities.

Special Requirements
No special requirements





Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y: majority of working day will be spent using display screen equipment
Driving for Work	Y: commuting purposes only
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working between home and Shute End offices

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N





Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	See above

Disclosure and Barring Service (DBS)		Details
DBS Requirement		Yes - basic
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	02/12/2025
Evaluated by:	HR

