



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	Public Health Practitioner (Analyst)
Job Reference	
Service	Public Health
Team	Public Health
Location	Hybrid / Shute End
Reports to	Senior Public Health Analyst
Responsible for	N/A
Grade	7
Contract Type	Permanent
Hours	Full Time 37hrs

Main Accountabilities	
1.	To be accountable to the Senior Public Health Analyst to support the data-led approach to understanding public health programs to improve the health outcomes for the local community.
2.	Identification of population health needs, using appropriate analytic techniques and working with multiple qualitative and quantitative data sources, including intelligence from local communities. This will also involve reporting of performance to relevant internal and external partners.
3.	Under the management of the Senior Public Health Analyst support colleagues to ensure that the portfolio of projects are driven by a detailed understanding of community needs and assets and are driven by evidence based local level intelligence, working with partners within and across local authorities as required and commissioners across the South East of England.
4.	In collaboration with the Senior Public Health Analyst support the development of evidence based needs assessments And the Joint Strategic Needs Assessment.
5.	To communicate data and information in a manner that assists diverse audiences to understand its importance.
6.	Evaluate the impact of projects and ensure that any relevant learning is incorporated into future program/project delivery.
8.	Ensure that effective project systems are in place to support the delivery of programs/projects and ensure objectives and milestones are met. This will require developing and monitoring of appropriate performance indicators and outcome measures and involve reporting/development of dashboards for monitoring.





9.	Undertake or contribute to research and development activities as a requirement of the job.
10.	Help prepare regular reports and updates, to a variety of audiences including the Health and Wellbeing Board, community meetings, politicians and senior management and clinicians from partner organisations.
14.	To have the ability to understand legislative information and guidance to inform local processes and compliance.
15.	Undertake professional development activities, including in-house training, conferences and workshops and other agreed activities.
16.	Carry out any other duties that are within the remit of the role's responsibility that may be deemed necessary by management.

Person Specification	Essential	Desirable
Education/Qualifications		
Foundation, associate, undergraduate degree or equivalent relevant experience, ideally in public health, or related field	Y	
A post-graduate Public Health qualifications such as the Masters in Public Health or UK PHR Public Health Practitioner status (or willingness to work towards further qualifications within PH/Intelligence and commitment to continuing professional development)		Y
Evidence of continuous personal and/or professional development	Y	
Experience		
At least two years' experience of working in local government, health services or other Public Health setting or equivalent.		Y
Experience of analysing data and handling datasets	Y	
Experience in prioritising work, managing time and working under pressure to deliver to deadlines	Y	
Developing knowledge of available data sources, data tools and analytical techniques across the	Y	





system		
Experience of working in a matrix management environment, where cross-team and cross organisation working are essential.		Y
Highly motivated and able to motivate and engage others	Y	
Excellent team working skills and evidence of delivering successful outcomes	Y	
Skills/Knowledge		
Analytical skills and a logical approach to problem solving	Y	
Excellent written and verbal communication skills, including presentations, with an ability to vary style to meet the needs of the audience	Y	
Experience of working with stakeholders and project sponsor/s demonstrating the ability to negotiate, persuade and influence	Y	
Ability to understand political and organisational sensitivities and tailor approach accordingly	Y	
Experience of data querying tools (e.g. Excel, Power Bi , SQL)	Y	
Word, Excel, PowerPoint, Outlook		
Understanding of population health and its inter-relationship with other factors		Y
Understanding of health services and how they are organised		Y
Broad understanding of local government structures and functions		Y





Purpose Details	
Service Purpose	<p>The central aim of the Public Health service in Wokingham is to improve the health of local residents, reduce avoidable differences in health and to support residents to make positive health choices. This includes working to protect the health of Wokingham residents from communicable diseases. The Wokingham Public Health Team work collaboratively with other Public Health Teams to support specific key topics through matrix working or at times of health protection need.</p> <p>Within Wokingham Borough Council the Public Health Team play a key role within and for the Council, working in partnership with Colleagues and partner agencies to improve health and wellbeing through the development, implementation and coordination of public health programmes based on local health need.</p>
Role Purpose	<p>The Public Health Practitioner (Analyst) role is an important role within the Public Health team. Your key role is to work in partnership with colleagues and outside agencies to improve the health and wellbeing within the community through a data and insight led approach to public health programmes based on local health needs. This will involve contributing to local Joint Strategic Needs Assessment/s. This role will also be responsible for supporting the team with data queries and maintaining dashboards. This will also involve reporting of performance to relevant internal and external partners.</p> <p>The post is based within the Wokingham Borough Council Public Health team, based in Shute End Offices (Wokingham) with hybrid working options also available. It will require working in close collaboration with Officers from across directorates within the Council; other local authority PH officers and public health specialists; and also the Berkshire West Public Health Team based in Reading Borough Council.</p>

Supervision and Relationships	
Supervision Received	This post will report to a Senior Public Health Analyst. Regular 1:1's will be agreed, and annual appraisals will take place.
Supervision Given	No line management expected, although may need to give officer support, for example, to public health registrars, medical F2 trainees and others as needed.
Contacts	Public Health sits within the Adult Social Care, Childrens and Health Directorate. This post will work with partners across the Council, other public health teams, as well as external partners, e.g. NHS and VCS.





Resources/Budget Management

This post will have no direct budget management

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
Driving for Work	N
Hand Arm Vibration	N
Lone Working	Y
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: home working/Shute End, Wokingham

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	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Yes, Standard check
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
None

Evaluation Declaration	
Date of Evaluation:	May 2026
Evaluated by:	HR Panel

