

Northumberland County Council
JOB DESCRIPTION

Post Title:	Public Health Analyst	Service: Public Health Group		Office Use
Band:	7	Workplace: County Hall		JE ref: 2169
Responsible to: Public Health Intelligence Lead		Date: July 2026		HRMS ref:
Job Purpose: To provide high quality analytical support to the Public Health Team. To support the provision of evidence based commissioning processes and performance management frameworks.				
Resources	Staff	None		
	Finance	Monitors health related budgets and some shared responsibility for monitoring payments, processing invoices, income/expenditure		
	Physical	Day-to-day responsibility for allocated resources, PC, office equipment etc. and maintenance of information		
	Clients	Sensitive Health Data		
1. Promote an evidence-led culture by providing specialist analytical advice and communicating insights clearly to influence decision making. 2. Build organisational analytical capability through training, coaching and knowledge sharing. 3. Lead and contribute to intelligence, service improvement and change projects, including scoping, risk identification and evaluation. 4. Provide analytical input to business cases, options appraisals, cost-benefit analyses and service evaluations. 5. Support organisational change initiatives by ensuring data and intelligence inform decisions and measure impact. 6. Undertake advanced epidemiological, statistical and population health analysis to identify trends, inequalities and opportunities for prevention. 7. Design and deliver analytical studies on disease patterns, service utilisation, population needs and outcomes. 8. Ensure intelligence activity complies with information governance, data protection and confidentiality requirements. 9. Contribute to data quality standards, data management processes and analytical methodologies. 10. Support and advise on the development and improvement of information systems, databases and reporting tools for effective data collection, linkage and analysis. 11. Support, supervise and mentor apprentices, trainees and colleagues, and contribute to training design and delivery. 12. Maintain personal continuing professional development and support organisational analytical capability				
Work Arrangements				
Transport requirements:		May involve some travel within and outside the County.		
Working patterns:		Normal office hours but flexi-hours will apply subject to the availability of adequate cover.		
Working conditions:		Office administration / use of monitor. Delivery of activity / presentations to communities and or professionals. Long periods of concentration in analysis of data		

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Public Health Analyst	Director/Service/Sector: Public Health Group	Ref: 2169
Essential	Desirable	Assess by
Knowledge and Qualifications		
At least one of the following required mathematics qualifications or experience is needed to be eligible: •Science, Technology, Engineering or Mathematics (STEM) undergraduate degree •Social Sciences (e.g. Psychology, Geography, Economics, Accounting) undergraduate degree with Research Methods and/or Statistics and quantitative degree modules, and an undergraduate dissertation with a research or data analysis component. •Level 4 or higher qualification in STEM or a related field that includes substantial mathematical content (e.g., Higher National Certificate/Diploma in Computing, Engineering, or Science) •Professional registration with FEDIP through the Association of Healthcare Analysts (AphA) at Practitioner or Senior Practitioner level •Equivalent analytical work experience Knowledge of population health, epidemiology, health inequalities and the wider social determinants of health. Understanding of quantitative and qualitative research methods and their application. Knowledge of statistical analysis techniques, methodologies and best practice. Understanding of information governance, data protection legislation and confidentiality requirements. Knowledge of health and social care systems, services and data flows.	Membership of, or willingness to join, the Association of Professional Healthcare Analysts (AphA)	(a) (i)
Experience		
Experience of data acquisition, working with large and complex datasets, and applying data management processes. Experience of managing analytical projects from inception to completion. Experience of developing reports, dashboards and analytical products. Experience of working with public and private sector organisations.	Experience of preparing, considering and submitting work proposals and tenders. Experience of working in a multi-disciplinary environment with both statutory and voluntary/community sector agencies Evidence of continuing personal and professional development Experience of population health management, epidemiological analysis and service evaluation.	(a) (i)
Skills and competencies		
Ability to analyse quantitative and qualitative data and draw appropriate conclusions. Ability to prepare written, verbal and other media to a professional standard. Sufficient maturity to handle situations as they arise, including dealing with enquiries from partners, other organisations, employers, councillors and members of the public.	Has a professional approach to project/task management. Advanced ICT skills.	(a) (i)

Ability to undertake the analysis of quantitative and qualitative data, draw appropriate conclusions and present these to an audience. Makes rational judgements from the available information and analysis Ability to effectively explain complex information to a range of audiences. Monitors performance against deadlines and milestones Knowledge and understanding of a range of ICT software e.g. Excel, Access, GIS, SPSS, PowerBI, Python, databases and similar tools.		
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients/ partners		(i)
Motivation		
A Team Worker Displays a methodical approach. Dependable, reliable and keeps good time. Displays and encourages high standards of honesty, integrity, openness, and respect for others. Willingness to acquire new skills and abilities. Can work with minimum direct supervision. Able to exercise discretion and seek advice when necessary Assists with the training and mentoring of less experienced staff Manages own time effectively Tackles problems systematically Ability to work under pressure to meet deadlines		(a) (i)
Other		
	Ability to fulfil the transport requirements of the post.	(a) (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.