

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Public Health Data Analyst	Grade: PO3
Section: Adults Performance Team – Assurance & Innovation	Directorate: Adult Social Care & Public Health
Responsible to following manager: Adults Performance Manager with a dotted line to PH	Responsible for following staff: N/A
Post Number/s:	Last review date: September 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To help improve health and reduce inequalities for residents by turning data, information and evidence into clear, practical insight and support health and wellbeing data. The postholder will lead health intelligence work, analysing large datasets securely and in line with information governance, and producing the reports and information that support statutory duties and local decision-making. This includes coordinating, developing and producing datasets and analysis for key publications such as the Joint Strategic Needs Assessment, Annual Director of Public Health Report, and supporting evaluations and needs assessments to understand what works and where services and programmes can have the greatest impact.

The postholder will actively engage with the London Knowledge and Intelligence Service (LKIS) to maintain up-to-date knowledge of public health data, methods and emerging evidence, contributing to professional networks, sharing best practice, and continuously developing analytical skills to ensure the application of current intelligence and approaches to improving public health outcomes.

Specific Duties and Responsibilities

1. To take an operational lead on health intelligence projects, undertaking complex analytical work applying innovative bio-statistical, epidemiological and econometric approaches to large datasets as well as routine reporting to fulfil statutory responsibilities. (PHSKF A1.5; A1.2; A1.6; C2)
2. To demonstrate in-depth knowledge of health intelligence approaches and the Public Health evidence base that informs regional and local programme delivery and health and wellbeing policies and procedures. (PHSKF A2; A1.5; B1)
3. To manage large, confidential datasets securely and appropriately, in line with information governance principles across the Public Health Division and Council, and in accordance with local data sharing agreements. (PHKSF A1.3; A1.4; A1.1)
4. To lead the collection, analysis and provision of statistical intelligence relating to health and wellbeing data, ensuring accurate interpretation and working closely with the relevant Public Health team member leading the area of work. This includes the production and development of outputs such as the Joint Strategic Needs Assessment, Pharmaceutical Needs Assessment, dashboards and other health needs assessments. (PHKSF A1.2; A1.5; B1; C2)

5. To have knowledge and experience of undertaking evaluations and needs assessments to effectively measure the outcome and benefit of Public Health initiatives / interventions. (PHKSF A1.5; A2: C2)
6. To undertake data and literature reviews (and other relevant searches), critically appraise the evidence, and produce clear evidence-based summaries and actionable recommendations to support the development, implementation and evaluation of policies, programmes and strategies that improve health and wellbeing and reduce health inequalities. (PHKSF A2; A1.5: B1: C2)
7. To lead the development, maintenance and monitoring of local health indicators and performance metrics, including measures that support health improvement strategies, and to support the Councils' performance management in line with corporate plan priorities. (PHSKF A1.1; A1.6; A1.5; C1)
8. To contribute as required to change programmes within the directorate. (PHSKF C3; B2)
9. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils. (PHKSF A1.1; A1.5; B3: C1)
10. To contribute as required to performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function. (PHKSF A1.5; C1; C3; B1)
11. Keep abreast of latest thinking, new trends and developments in areas of expertise and implement or act accordingly. (PHKSF D1; A2)
12. Work collaboratively with others across the directorate to contribute in the councils arrangements for preparing and acting upon CQC inspections. (PHKSF B2: B1: C1/C2)

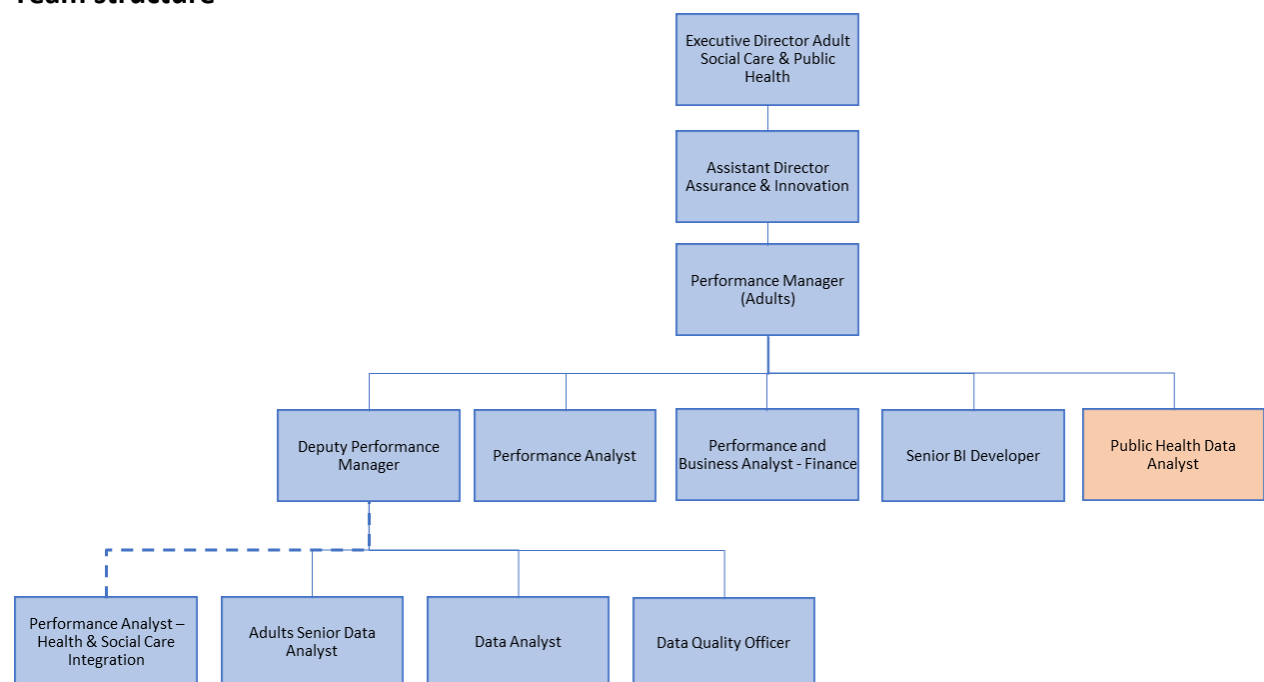
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



The postholder will maintain a dotted line relationship with the Consultant in Public Health (Health Intelligence Lead), receiving professional guidance on analytical priorities, methodologies and quality standards, and working collaboratively with the corporate Insight and Analytics Team to align data approaches, share expertise, and ensure a consistent, integrated use of intelligence across the Council to support strategic decision-making.

Person Specification

Job Title: Public Health Analyst	Grade: PO3
Section: Adults Performance Team – Assurance & Innovation	Directorate: Adult Social Care & Public Health
Responsible to following manager: Deputy Adults Performance Manager	Responsible for following staff: N/A
Post Number/s:	Last review date: September 2026

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
In health services, social care, health protection and the wider determinants of health	x		A/I
Understanding of research and statistical analysis techniques	x		A/I
Knowledge of critical appraisal methods for published and grey literature, and awareness of the emerging use of artificial intelligence and machine learning in		x	A/I

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
public health, including opportunities, limitations, information governance and ethical considerations			
Experience	Essential	Desirable	Assessed
Proven experience applying bio-statistical, epidemiological and (where appropriate) econometric methods to analyse and interpret large and complex Public Health datasets to generate clear and actionable insight.	x		A/I
Experience of applying statistical, epidemiological or predictive modelling techniques to support public health intelligence, health needs assessment, service planning or evaluation	x		A/I
Proven experience of contributing to needs assessments and evaluations, including collating and critically analysing evidence, and producing high-quality Public Health intelligence outputs (e.g. JSNA chapters, Annual Public Health Report) for a range of audiences.	x		A/I
Proven experience translating complex analytical findings into clear, accessible narratives and visual outputs for a wide range of audiences, including non-technical stakeholders and senior decision-makers.	x		A/I/T
Proven experience managing and analysing confidential health datasets in line with information governance requirements, including data sharing agreements, GDPR, and conditions set by data controllers, with secure handling, storage and documentation.	x		A/I
Experience applying project management approaches to deliver health intelligence projects and support evaluation of public health initiatives.	x		A/I
In quality assuring large local and national datasets, including validating and cleaning data, identifying anomalies, reconciling discrepancies, and documenting and resolving data quality issues to ensure outputs are accurate and fit for purpose.	x		A/I
Skills	Essential	Desirable	Assessed
Advanced MS Excel, including Power Query for data transformation and structuring	x		A/T

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Advanced Power BI, including data modelling (relationships), DAX, Power Query and building interactive visuals and dashboards	x		A/I/T
Intermediate SQL, including joins and functions to query and manipulate data	x		A/I/T
Advanced RStudio or Python skills to manipulate and analyse structured and unstructured datasets	x		A/I/T
Ability to use digital and AI-enabled tools appropriately to support literature searching, evidence synthesis, data analysis or insight generation, with sound professional judgement and awareness of governance and ethical requirements		x	A/I
Strong analytical and numerical skills, with applied knowledge of best-practice public health statistical methods	x		A/I
Excellent verbal and written communication skills	x		A/I
Ability to manage and continually re-prioritise a varied workload	x		A/I
Proactive self-starter; able to work effectively both independently and as part of a team	x		A/I
Qualifications	Essential	Desirable	Assessed
Degree in public health, economics, biomedical science or numerate subject such as statistics, science, or health related field or equivalent experience	x		A
Data Science or Apprenticeship qualification		x	A
Postgraduate qualification (e.g. MSc) in Public Health, Epidemiology, Statistics, Data Science or another relevant analytical discipline		x	A

A – Application form / CV

I – Interview

T – Test

C - Certificate