

JOB DESCRIPTION

Job Title	Research Intelligence Manager		
Directorate	Public Health		
Reporting to			
Grade	10		
Evaluation ref:	LGR(T)124	Job Family ref:	
Role Purpose			
The postholder will ensure the Council has the data sharing and management systems and analytical capabilities required to deliver research projects with academic and local partners, including community and public sector organisations.			
Accountabilities			
Corporate responsibilities Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. Service Delivery Baseline discovery work to identify a range of data sources across the Somerset health and wellbeing economy that span the building blocks of health and health and wellbeing outcomes data. Acting as the lead adviser on all data related research issues, co-ordinating the provision of system wide information in support of research activity: Engage with customers, clients and users identifying needs and specifying and developing solutions. Manage requests from range of stakeholders including service directorates for intelligence related to the HDRC programme and to understand and define their requirements and advise on suitable approaches. Assess and prioritise requests, based on HDRC priorities and capacity within the team, and plan how to deliver them. Ensure high quality data management and analysis outputs are delivered in response to requests.			

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Works with colleagues in ICT to ensure the smooth and efficient flow of information from databases and case management systems in to reporting environments.

Support projects through the research cycle from funding application through to completion, ensuring the supply of data subject to all necessary governance and protections at each stage.

Deploy specialised analytical skills and respond to requests from senior stakeholders. These include but are not limited to data analysis through the application of standard rigorous statistical techniques including proficiency in statistical/ epidemiological analysis e.g., multivariable logistic regression modelling and other regression approaches using a variety of statistical software such as “R,” STATA or similar.

Project/Programme Management

Support prioritisation of health inequality research topics by drawing on qualitative and quantitative local insights and datasets as well as Somerset wide indicators from local and national datasets.

Financial/budget management

Work within programme’s financial envelope and delegated budget, as required, to procure any systems and services required to deliver the data and intelligence functions.

Creativity and problem solving

Use own initiative to solve complex problems as they arise in delivering on programme objectives.

Use judgement to escalate issues to the workstream service manager any barriers to delivering on role functions.

Stakeholder engagement

Act as the lead council officer for integrating research considerations into the work of the Somerset Intelligence Partnership and the development of the Somerset Intelligence Network.

Draw on capability of the wider data analysts as well as the wider analytical capability that sits within the service directorates.

Liaise with Business Intelligence professionals in partner agencies (e.g. Health, Police) to enable the collection and sharing of key data and associated reporting as required for the purposes of research.

Work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and crossorganisational groups and multidisciplinary task teams.

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Performance frameworks/monitoring and evaluation		
Contribute to the regular reporting of progress, risks, benefits, and mitigations to the funder in accordance with annual requirements.		
Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Knowledge of statistics and analysis utilising information from public health, local authorities, and/or the NHS.	x	
An understanding of data protection, ethical issues, and confidentiality	x	
Knowledge of specialist analysis software, e.g., Excel, Access, Geographical Information Systems (GIS), Power BI or others.	x	
Awareness of public health functions and the role of public health within local authorities.		x
Knowledge of routine information flows such as Hospital Episode Statistic data, hospital admissions data, mortality, births, mental health, primary care and census data, Eclipse, Capita One, LCS, Careworks		x
Able to undertake evaluation of programmes at all stages of the design and implementation process.		x
Experience		
Previous experience (preferably in a public health field / local authority / academic / NHS background) of collating data into reports, critical appraisal, evidence reviews and evaluation / small scale research projects.	x	
Qualifications / Registrations / Certifications		
Degree level qualification in statistics or related subject involving quantitative data management and analysis.	x	

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Master's level qualification in statistics or related subject involving quantitative data management and analysis.		x
Skills		
Ability to visualise data to help with their own and others understanding and effectively communicate data. Familiar with PowerBi and other data visualisation tools.	x	
Ability to gather, arrange, process and model structured or unstructured data.	x	
Appreciation for data governance standards controls and requirements, ethical approval processes and how they are factored into the research analytical process.	x	
Be able to manage and prioritise a portfolio of work projects to develop and deliver training as required to Council colleagues.	x	
Able to work effectively as part of a team and to participate and contribute to work across several organisations.	x	
Able to work without supervision and to prioritise a complex time-sensitive workload.	x	
Able to effectively engage and consult with stakeholders to focus and direct analysis and provide qualification to findings.	x	
Working Conditions		
Full-time		
Flexible attitude to working hours.		
Car driver and has appropriate business insurance.		
Dimensions of the role		
Working Arrangements		
Hybrid arrangement comprising community, office, and home-based working		

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Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

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Date: