

Hertfordshire County Council Job Outline



JOB TITLE: Assistant JSNA Researcher
GRADE: H8
REPORTS TO: JSNA Researcher
TEAM: Evidence & Intelligence (JSNA)
DEPARTMENT: Public Health

Purpose of the Job

Hertfordshire Public Health Evidence & Intelligence is formed of three parts: Epidemiology, Evaluation, and Joint Strategic Needs Assessments. As a whole, the role of the team is to give internal and external stakeholders access to robust evidence to inform decision making related to health and its wider determinants.

The JSNA sub-team undertakes assessments of the health and social care needs of the population to inform commissioning and strategy across the system.

We utilise a range of evidence and skills to do this, including evidence review, stakeholder engagement, statistical analysis and gap analysis.

The purpose of the role is to assist the JSNA Researcher in undertaking day to day work on the JSNA production process.

Main Areas of Responsibility

- Assist the JSNA Researcher in collating and undertaking rapid reviews of the academic literature and other evidence, applying critical appraisal and scientific good practice in evidence review methods under the guidance of the JSNA Researcher
- Undertake, interpret and present in visual and written form analysis of quantitative data, working in collaboration with the PH Epidemiology sub-team as appropriate, and applying appropriate statistical methods under their guidance and that of the JSNA Researcher
- Assist the JSNA Researcher in undertaking the writing of JSNA report content, including evidence reviews, findings from the data, and mapping of current service provision

- Help with ad hoc requests received by the PH Evidence and Intelligence team for information and guidance pertaining to the JSNA or JSNA projects.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Qualifications

- Holds a degree in Public Health, social sciences or other relevant subject.

Knowledge

- Introductory level knowledge of epidemiology and statistics
- Basic knowledge of public health principles
- Some working knowledge of statistical and spreadsheet software packages
- Knowledge of literature searching techniques.

Experience

- Demonstrable recent experience of working with datasets
- Demonstrable recent experience of report writing
- Demonstrable recent experience working with both quantitative and qualitative information
- Experience of working with supervision to achieve agreed objectives, while adhering to broad professional or organisational policies
- Experience of using own initiative to identify barriers to completing tasks and escalating challenges
- Experience of communicating a range of information to varied audiences using a range of media.

Skills

- Manages work so that deadlines are met and work achieved to the highest standard
- Has excellent communications skills, both oral and written
- Demonstrates ability to present complex information to non-specialist audiences well
- Ability to maintain positive working relationships with JSNA stakeholders, while also effectively managing expectations

- Demonstrates tact and diplomacy and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority
- Demonstrates intellectual rigour, flexibility and dedication to facilitating an evidence-based approach to commissioning and decision-making
- Copes with multiple and changing demands and meets tight deadlines, often in a challenging environment.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).