



JOB DESCRIPTION

JOB DETAILS

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| Job Title: | Epidemiologist (Information Analyst Specialist) |
| Pay Band: | A4C Band 6 |
| Hours of Work: | Full-time (37.5 per week) |
| Department: | Communicable Disease Surveillance Centre |
| Division: | Health Protection Division Public Health Services Directorate |
| Base: | Capital Quarter 2, Cardiff |
| Duration: | Permanent |

ORGANISATIONAL ARRANGEMENTS

Accountable to: Senior Epidemiologist, CDSC

JOB PURPOSE

The post-holder will be a key member of scientific staff within the Communicable Disease Surveillance Centre (CDSC), which is based within the Public Health Wales Health Protection Division. They will work closely with senior scientists, senior epidemiologists and other Health Protection teams, to develop new surveillance systems, expand on existing ones and provide analytical support during outbreak and major event situations. The post-holder will take a lead on discrete projects and reports and help ensure that analytical and reporting deadlines are met.

CDSC is the epidemiological investigation and surveillance arm of the Health Protection Division. It carries out surveillance of communicable disease and infections in Wales; provides support for the Health Protection Teams in outbreak investigation and control; provides health intelligence on communicable disease matters, supports environmental public health surveillance; and carries out applied research. CDSC has 5 specialty groups, and 4 cross-cutting groups: 1. Healthcare associated infections, antimicrobial resistance and bioinformatics, 2. Blood borne viruses, sexual health, TB and Inequalities, 3. Gastrointestinal and emerging infections and zoonoses, 4. Vaccine preventable disease and respiratory infection and 5. Field epidemiology, research and training. Cross-cutting groups include Statistics, Data Science and genomics; settings-based surveillance; and environmental surveillance.

JOB SUMMARY:

The post-holder will be based within the BBV, STI, TB and Inequalities team. The post-holder will:

- Work closely with the senior scientists and consultant epidemiologists to set up new surveillance schemes and expand or develop existing surveillance schemes to reflect changes in service delivery, data capture methods and priorities.
- Oversee production, assist in preparation and quality assurance of existing routine surveillance reports as required.
- Provide, under supervision, responses to ad-hoc queries from other public organisations, the Welsh Government, the press and members of the public, as required. Provide, under supervision, responses to urgent queries from within the Health Protection Division and Welsh Government.
- Prepare material for publication on the Public Health Wales website, assist in quality assurance of surveillance information presented on the website and investigate new ways of presenting data to various audiences.
- Provide support to the field investigation of hospital and community based outbreaks and contribute to the work of the Public Health Wales Health Protection Division in relation to surveillance capacity in responding to communicable disease and environmental public health.
- Contribute to CDSC's programme of applied epidemiological research as required.
- Prepare, under supervision, articles for submission to scientific journals.

- Provide support and training to Public Health Wales Health Protection data analysts, as required, and assist in the production of training materials.
 - Develop analysis routines and advise on efficient analysis of large datasets, as required.
 - Provide quality assurance for analyses carried out by, and reports prepared by, other team members.
 - Provide support for other duties as deemed appropriate by the senior scientists and consultant epidemiologists
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1. Communication and Relationship Skills

The post-holder will be required to:

- Demonstrate excellent oral and written communication skills, including networking, negotiation, training and statistical, peer-review and other report writing. The post-holder should be able to summarise data clearly in appropriate formats such as tables, graphs and maps.
- The post-holder will be required to communicate effectively with relevant stakeholders, from a variety of backgrounds, including: Public Health Wales staff, NHS staff in Wales, Welsh Government, and other partner organisations involved in public health.
- Provide and receive a range of complex data, interpret and advise on surveillance related issues.

2. Knowledge, Training and Experience

The post-holder will:

- Have a good range of experience and knowledge in information management and analysis. This post requires specialist knowledge of techniques and use of software for querying data held in large or relational databases, it also requires experience of carrying out statistical analysis using packages such as STATA, SPSS, R, Epidata or SQL. A good knowledge and experience of using Microsoft Office packages is also necessary.
- Have knowledge of public health issues and be able to work at a level that demonstrates credibility in providing, analysing and explaining complicated data.

3. Analytical and Judgement Skills

The post-holder will be required to:

- Plan and prioritise their own workload in order to meet deadlines on a daily basis, changing planned activities in response to changing circumstances. The post holder is required to undertake complex analysis of large data sets and interpret the results. The post holder is also required to use their judgement to investigate and resolve complex queries, where there are a number of options. With assistance, the post holder will be required to determine the most appropriate way to achieve an end result, based on a user requirement document.

4. Planning and Organisational Skills

The post-holder will:

- Hold a key role in information management and analysis within CDSC, working to tight deadlines and often responding to urgent requests from Welsh Government and other key stakeholders.
- Manage a number of concurrent projects and deliver within agreed timeframes. Ensure publication dates are met.
- Facilitate engagement with a range of stakeholders.

5. Physical Skills

The post-holder will:

- Have advanced keyboard skills and use a VDU. Accuracy and attention to detail is important.

6. Responsibility for Patient /Client Care

Although contact with patients will be incidental, the post-holder may occasionally deal with identifiable data and must adhere to Public Health Wales policies on Data Protection.

7. Responsibility for Policy / Service Development Implementation

The post-holder will:

- Implement Public Health Wales and Welsh Government policies on the surveillance of communicable diseases in Wales. The resulting reports may ultimately influence future policy decisions.

- Help develop standard practices and procedures within the team, implement new developments, assess the impact of changes, and suggest appropriate adjustments to existing processes and methods.
- Keep up to date with policy developments in Health Protection, Public Health and wider Health, Information Governance and Data Protection.

8. Responsibility for Financial and Physical Resources

The post-holder will:

- Be required to observe a personal duty of care in relation to equipment and resources used in the course of their work.

9. Responsibility for Human Resources

The post-holder will:

- Provide training regarding the use of surveillance data to stakeholders as required. Additionally, the post holder will provide support and training to other Health Protection data analysts in analytical techniques, if required.
- Supervise band 4 and 5 analysts and administrative support staff in the production of reports, if required.

10. Responsibility for Information Resources

The post-holder will:

- Under supervision, be responsible for overseeing the maintenance and security of a number of datasets used by CDSC, ensuring information is processed in accordance with policies and procedures.
- Investigate and develop new techniques for the presentation of data.
- Be responsible for developing protocols and standard operating procedures, keeping them up to date and providing assistance in maintenance of existing standard operating procedures.

11. Responsibility for Research and Development

The post-holder will:

- Contribute to the research programme by assisting in the writing of peer-review publications, carrying out literature

reviews and contribute to the generation of new research activities.

- Undertake audits of data quality and develop new methods in information analysis.

12. Freedom to Act

The post-holder will:

- Act in a professional manner as advocate and representative of Public Health Wales.
- Take a lead in achieving agreed objectives, working within professional policies, and seeking guidance from the line manager as required.
- Be expected to act independently on day to day management of projects.
- Use their own expertise and judgement to determine effective action when problems or issues arise whilst remaining accountable to the line management structure for outcomes.

13. Physical Effort

The post-holder will:

- Be primarily office based so little physical effort required. There will be a requirement for travel on an occasional basis, such as during outbreak situations.

14. Mental Effort

The post-holder will be required to:

- Work under pressure ensuring that deadlines are met and that work produced is accurate and to the highest standard at all times. The post holder will also need to demonstrate the flexibility and initiative necessary to cope with unforeseen changes in plans and demands on a regular basis. There is a frequent requirement for concentration for prolonged periods whilst carrying out data cleaning, auditing and analysis of complex data sets.

15. Emotional Effort

- Exposure to distressing or emotional circumstances is rare.

16. Working Conditions

The post holder will be required to use VDU for the majority of the working day.

CRB DISCLOSURE CHECK

The post holder does not require a CRB Disclosure Check.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

REGISTERED HEALTH PROFESSIONAL

All employees of the Trust who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial,

personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post-holder.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.

Date Prepared: 24/03/2023

Prepared By: Clare Sawyer, Oghogho Orife and Christopher Williams

Public Health Wales NHS Trust is a non-smoking environment.

PERSON SPECIFICATION

Job Title: Epidemiologist (Information Analyst Specialist)

Grade: A4C Band 6

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|----------------------|---|---|-----------------------------------|
| QUALIFICATION | <p>A first degree in a scientific discipline</p> <p>Post graduate qualification in public health, epidemiology, statistics or related subject or equivalent experience</p> | <ul style="list-style-type: none"> • Strong background in a biological science or health related field | Application Form/ Certificates |
| EXPERIENCE | <p>Post graduate experience of scientific or information analysis work</p> <p>Experience of working with large or complex data sets</p> <p>Experience of project based working</p> <p>Experience of producing written reports for publication and working to deadlines</p> | <ul style="list-style-type: none"> • Experience of working in epidemiology, medical statistics, microbiology or public health • Experience of communicating information to scientific audiences, external partners and the public • Experience of research and development | Application Form |
| SKILLS | <ul style="list-style-type: none"> • Skilled in use of data analysis and statistical software packages (e.g. STATA, SPSS, R, Epidata) • Excellent analytical and epidemiological skills, including statistical analysis and data interpretation • Good all round IT skills, including using and interrogating databases • Excellent written communication skills, including report writing and presentation of data in appropriate formats • Ability to plan and organise a number of concurrent projects • Ability to self-manage workload, work to agreed | <ul style="list-style-type: none"> • Ability to speak Welsh or willingness to learn • Skilled in mapping and data visualisation software • | Application Form |

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| | <ul style="list-style-type: none"> objectives, set priorities and meet deadlines • Ability to contribute to and evaluate peer reviewed papers | | |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge of epidemiological principles • A broad basic knowledge of information governance, data security and privacy issues | <ul style="list-style-type: none"> • Basic knowledge of public health • Knowledge of health service organisation in Wales | Application Form |
| PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> • Able to work independently and as a member of a team, with high levels of motivation • Able to engage with people at all levels • Able to respond calmly to unpredictable work patterns and meet urgent deadlines • Flexible, adaptable and innovative approach to work • Conscientious and pays attention to detail • Ability to maintain required levels of confidentiality | | Application Form Interview References |
| OTHER (Please Specify) | <ul style="list-style-type: none"> • Commitment to continuous personal development • Prepared to travel • Willing to work flexible hours if required to meet the needs of the service | | Application Form Interview Document Check |

Date Prepared: 24th March 2023 **Prepared By: Clare Sawyer, Oghogho Orife and Christopher Williams**