

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Principal Analyst (Population Health Management)
<b>Grade</b>	8
<b>Service</b>	Public Health & Insight
<b>Reports to</b>	Population Health Management Transformation Officer
<b>Location</b>	One Friargate, Coventry CV1 2GN
<b>Job Evaluation Code</b>	A5867



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

To deliver One Coventry and Coventry and Warwickshire Integrated Care System ambitions to improve health and care outcomes and reduce inequalities by:

- proactively building relationships, working with a wide range of key partners from across the public, private and voluntary sectors to embed Population Health Management (PHM) in health and care decision-making, with joint problem solving and population health analytics as an integral part of the service improvement process;
- providing analyst consultancy support and challenge to the Adult Social Care senior management team, including developing predictive analysis to inform strategic planning and demand management;
- actively driving PHM analytics and health and care integration transformation through leading on the development and delivery of robust insight, analysis and intelligence to drive change; and
- putting in place innovative approaches to the visualisation of insight and use of customer and behavioural insight and intelligence.

## Main Duties & Key Accountabilities

### Core Knowledge

- Provide analytic leadership as part of multi-disciplinary and cross-organisational project teams, acting as a lead Subject Matter Expert in PHM data analysis and Business Intelligence to enable delivery of key programmes, projects or priority areas of work.
- Build relationships and work collaboratively with senior stakeholders across multiple organisations in pursuit of the PHM analytics transformation agenda, including providing challenge where required.
- Act as a key interface for facilitating insight work for internal and external clients, including developing project scopes, timescales and key deliverables.
- Co-produce analytics in partnership with others (eg. other analysts, clinicians, social workers, public health leads, commissioners and / or managers)
- Use specialist knowledge of health and social care datasets, flows and analytical skills to interpret complex PHM data to develop reports, which support and inform decision-making, service redesign, transformation initiatives and improve performance outcomes.
- Share expertise to influence, shape and evaluate the design of key areas of work for the city.
- Interpret and present a range of complex information in creative, interesting and stimulating ways to engage services, partnership boards, key decision-makers and local people; and make information accessible to the public.
- Utilise techniques in statistical analysis and modelling and /or qualitative research methodologies, and to develop the use of these techniques across the organisation and the Integrated Care System.
- Lead in the adoption and implementation of system dynamics modelling to inform service planning and change, by mapping procedures and advising senior managers on potential pressure points

- Contribute to the creation of business cases and case for change documentation
- Collaboratively lead Business Intelligence solutions and reports, allocate tasks as appropriate, identify risks, issues and interdependencies, and escalate where applicable
- Identify new data requirements and develop these to support PHM processes.
- Act as a subject lead for integrated health and care services with detailed knowledge on how the area operates
- Collaborate closely with services, ICT and analysts across the Council and in health and care partner organisations to facilitate data sharing, skills sharing and the development of integrated analyses and datasets.
- Analyse and interpret complex trends in population needs and outcomes in service provision and demographic change, involving a range of interdependent factors to predict future trends, service needs and opportunities for local communities.
- Develop timely, robust and relevant understanding of key issues to inform decision making in the Council and for partner organisations.
- Facilitate a culture of learning and development in evidence-led practice across partners in the city.
- Work with partners to solve complex problems requiring creative, innovative and possibly unorthodox thinking with few guidelines or precedents.
- Commission research, analysis and evaluation from external partners, including universities.
- Promote learning from programmes and projects at local, regional and national level, using innovative communication and presentation techniques
- To seek, target and deliver demonstrably value-adding PHM analytics to build a transformational momentum
- To identify data gaps hindering the ability to progress the PHM/integration agenda and ensure the relevant programmes are informed

### **Managerial responsibilities**

- Manage the recruitment and training of staff and provide day-to-day management of project team members and/or other staff working with the team, including students, placements and interns.
- Support managers in ensuring that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Supporting and contributing to matrix working across the public health, adult social care and the integrated care system by leading or working in cross team/organisation or project teams and by communicating effectively across the Council and with partners.
- Support senior managers in developing and monitoring appropriate performance indicators and outcome measures.
- Support senior managers to manage programme and project budgets in accordance with the processes and procedures of the organisation.
- Support senior managers to identify and implement efficiency savings as required.

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Coventry ICS Place Executive	<b>Internal</b> Consultant in Public Health – Insight & Communities Consultant in Public Health Insight Manager Intelligence Head of Business Systems & Improvement
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Analysts, Students, Placements, Interns, Performance Management Assistant

## Person specification

<b>Job Evaluation Code</b>	A5867
<b>Knowledge</b>	
Advanced knowledge and understanding of SQL in managing relational database systems; in depth specialist knowledge of the use of qualitative and quantitative research methods and statistics / data analysis acquired through degree or equivalent, plus additional specialist knowledge acquired through training and relevant experience to Masters degree level or equivalent.	
A strong understanding of health and social care data is desirable, as is an understanding of system dynamics modelling.	
Awareness of service redesign approaches, including Logic Models.	
<b>Skills and Abilities</b>	
Excellent numeracy skills.	
The ability to write clearly and communicate complex data to different audiences using a variety of techniques.	
Ability to scope projects and develop project briefs.	
Presentation skills.	
Excellent ICT skills.	
Flexible, adaptable and highly self-motivated with the ability to learn quickly	
Able to motivate others.	
Excellent team working skills.	
Advanced qualitative and quantitative research skills.	
Ability to work collaboratively in multi-disciplinary teams.	
Ability to earn credibility and trust with senior colleagues and provide expert advice and challenge.	
<b>Experience</b>	
Analysing data and handling large and complex datasets.	
Writing reports for different audiences.	
Project or programme management experience	

Prioritising work, managing time and working under pressure to deliver to deadlines.
Undertaking service and/or programme or policy evaluation or needs assessment.
Developing relationships across local communities.
Working with multiple organisations in different sectors.
Working in project teams and/or matrix working.
<b>Qualifications</b>
First degree in social sciences, science, or equivalent experience. Additional training to Masters Degree level in qualitative or quantitative research, statistics/informatics or epidemiology desirable.

<b>Date Created</b>	November 2022	<b>Date Reviewed</b>	November 2022
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