# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Mental Health Surveillance Analyst

# DEPARTMENT: Adult Social Care and Health

# LOCATION: County Hall, Lewes

# GRADE: [Local Managerial Grade 1](https://www.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Consultant in Public Health – Mental Health Lead

# Purpose of the Role:

To provide specialist analytical support for the development of suicide and self-harm surveillance capacity across Sussex.

The Sussex Integrated Care System (ICS) is developing a pan-Sussex suicide prevention and self-harm strategy. Key to this is having the ability to interrogate and use the available data. Benefits include,

* aiding commissioners in service design and delivery
* informing prevention activity
* identifying potential clusters and contagion
* supporting those affected by a death

Working closely with the Public Health Intelligence teams in West Sussex, East Sussex and Brighton and Hove, the post holder will be responsible for managing a range of data relating suicide and self-harm and developing a dashboard to aid surveillance and preventative action.

The post holder will be able to work independently, across a diverse network of professionals and organisations, establishing and maintaining relationships to aid the project work. They will be able to problem solve and identify opportunities for development.

The post will be hosted by East Sussex Public Health, working 1 day/week for this team and 3 days/week on behalf of the ICS. Requests to work from home will be considered, although there may be a need to attend an occasional ad-hoc in person meetings.

# Key tasks:

1. Work with Public Health and a range of agencies, such as the Police, ambulance service, hospitals and VSCE sector to source, collate, monitor, analyse and interpret a wide range of relevant national and local data and information.
2. Lead on the development of relevant data sharing agreements.
3. Work pro-actively with system partners to explore opportunities for data linkage, and to improve the quality and range of data available.
4. Provide specialist epidemiological and statistical analysis to support surveillance by drawing together information in innovative ways to monitor patterns of mortality, morbidity and access to services.
5. Develop a dashboard (e.g. Power BI, Tableau) to aid access to, and scrutiny of suicide and self-harm data. This will likely include digital presentation of spatial and geographical information and the creation of a digital map.
6. Advise others on data sources, research and analytical methodologies and interpretation of information and research evidence, utilising independent professional judgement.
7. Produce routine and ad hoc reports to system partners and groups.
8. Project manage specific pieces of work within a specific framework.
9. Contribute to other ICS workstreams where necessary.
10. Undertake specific work to support East Sussex suicide prevention plans, including coastal suicide. This includes,
* improving and developing the range and quality of data available
* providing analytical support to ongoing programmes of research
* providing bespoke reports to the DPH and other team members when necessary
1. Undertake information management duties as agreed with the Head of Public Health Intelligence or Director of Public Health.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Understanding of epidemiological methods
* Quantitative research skills
* Knowledge of information / data source
* Proven ability to interpret and analyse complex information and produce written reports
* Numerate and familiar with statistical concepts and packages (e.g. SPSS)
* Excellent knowledge of word processing, spreadsheet and database packages (Microsoft Excel, Word, and Access)
* Knowledge of Power BI, Tableau or equivalent
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Qualitative research skills.
* Expertise in GIS / mapping software
* Understanding of critical appraisal and knowledge of sources of evidence-based practice
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Degree or equivalent in statistics / demography / epidemiology reflecting strong numeracy skills and understanding of statistical techniques.
* Willingness to undertake professional vocational qualification related to the role
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Specialist training in epidemiology, medical statistics or similar to Master’s degree level or equivalent
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge and appreciation of the essentials of public health and epidemiology
* In-depth knowledge of health-related data sources and their scope and limitations for use in public health intelligence
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of key data sources for this area work such as death registration, police, and hospital activity data
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Expertise in the analysis, interpretation and presentation of data
* Experience of dealing with large datasets.
* Significant experience of calculating and interpreting public health statistics and/or other related data sets
* Experience of producing reports regarding complex quantitative information in a variety of formats, including formal reports, to a variety of professional and lay audiences
* Experience of dealing with internal and external stakeholders
* Experience of gathering data from national tools such as the Fingertips tool from the UK-Health Security Agency
* Experience of Power BI, Tableau or equivalent
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# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of, and expertise in, the analysis of data on mortality, morbidity and the wider determinants of health
* Experience in GIS mapping packages
* Producing internal / external publications
* Research experience
* Working with hospital activity data such as SUS or HES
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Flexible to the needs of the service and an ability to work across the council
* Ability to work independently and as part of a team
* Ability to meet deadlines
* Ability to prioritise work
* Attention to detail
* Excellent communication skills
* Ability to work with sensitive and potentially upsetting data
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**Date (drawn up): Modified June 2022**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 12560**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |