**LONDON BOROUGH OF LEWISHAM APPRENTICESHIP SCHEME**

Job Description

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| **Directorate:** | Community Services |
| **Section:** | Public Health |
| **Job Title:** | Trainee Data Analyst Assistant – Public Health Team |
| **Grade:** | APPYR1 |
| **Reports to:** | Public Health Training and Development Manager |
| **Contract Duration:** | 18 months |

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**Main Purpose of the job:**

* To provide data support for the surveillance and analysis of COVID-19 within the Lewisham population.
* To undertake administrative tasks to ensure the safe and effective use of the data and intelligence flowing into and out of the department.
* To provide data support for analytics across the wider Public Health Team as required.

**Summary of Responsibilities and Personal Duties:**

1. Collate and format information from a range of data sources available from within and externally to the council.
2. Support the design and production of analytics reports for internal and external audiences.
3. Undertake administration of analytics website pages to ensure they are current, accurate and fit for purpose.
4. Maintain and update documentation on systems and databases.
5. Ensure that highly sensitive information is dealt with appropriately and the services is delivered in accordance with the principles of the Data Protection Act 1998.
6. Provide administrative support to public health meetings and events (including preparing papers, booking rooms or venues and inviting attendees).
7. To be competent in the use of IT and data processing systems including Windows Word and Excel computer software packages

Internal Contacts: These include: Public Health colleagues, Public Health Commissioners, Environmental Health, Housing, Education and Early Years, CYP and Adult Social Care, Community Development, the Communications Team, LBL/CCG Joint Commissioning Team, Corporate Information Management, Directorate and Executive Management Teams

External Contacts: This will include: Public Health Teams across South East London, London Coronavirus Response Cell, Public Health England, Population Health Analytics Team, Infection Control at Lewisham and Greenwich Trust, Lewisham Borough Based Board, Educational settings including schools, colleges and childcare settings, Government Departments including Department of Health and Social Care, Local Government Association and the Greater London Authority.

To carry out the duties of the post with due regard to the Council’s Dignity at Work Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of managed staff: 0

Number of partially managed staff: 0