

Job Description

JOB TITLE:	HDRC and Public Health Data Scientist
GRADE:	K
POST NUMBER:	A400600990
DIRECTORATE:	Chief Executive's / Health & Adult Social Care
SERVICE:	Health Determinants Research Collaboration (HDRC) & Public Health Intelligence
RESPONSIBLE TO :	HDRC Data Analytics AND Infrastructure Manager
RESPONSIBLE FOR:	Matrix management of multi-disciplinary project teams bringing together data analysts, performance analysts, business analysts, IT staff, and strategy/policy staff.
	This post requires a DBS check -Standard check
JOB SUMMARY:	The postholder will provide analytical leadership by shaping insight for staff and managers across different directorates, guiding colleagues on analytical best practice, and lead high-quality, evidence-driven culture across the Council. The postholder will also play a key role in the Health Determinants Research Collaboration (HDRC), leading high-quality data cleaning, management, linkage, and advanced analytics to enable rigorous research into the wider determinants of health.
ROLE REQUIREMENTS:	
1.	Lead data cleaning, transformation, and linkage of complex population, research, and administrative datasets to support HDRC research priorities, and manage the work of defining quality benchmarks and reproducible data standards across client directorates with high impact
2.	Develop and maintain scalable, reproducible data pipelines and governance processes that enable a high impact Research Data Platform and responsible for advising colleagues on best-practice methods and promoting

	consistent analytical approaches.
3.	Produce and maintain analytical datasets, technical documentation, metadata, research ready linked data assets with high impact and oversee standards for documentation quality and reproducibility within the team.
4.	Lead and manage the design and delivery of rigorous quantitative and mixed-methods research and analytics focused on the wider determinants of health. Oversee and coordinate the work of other team members to ensure high-quality outputs. Act as a methodological advisor to clients across multiple Directorates within the council, as well as to external research partners, providing expert guidance and representing the council where appropriate .
5.	Accountable for HDRC research planning, methodological development, and the production of robust evidence for client directorates and external researchers, creating major impact for service providers .
6.	Work collaboratively with academic partners, research organisations, internal specialists and external stakeholders and act on behalf of the council .
7.	Promote HDRC's mission to embed a research-driven culture by managing the HDRC research activities of other analysts across the Council . Oversee the quality, direction, and integration of their work to ensure consistent, high-impact evidence generation that supports informed decision-making across services .
8.	Ensure full compliance with information governance, ethical research principles and data security requirements, including close working with IG and ICT teams and provide guidance to colleagues on safe, ethical and compliant data handling, where appropriate
9.	Present analytical findings clearly to technical and non technical audiences, enabling insight driven planning and decision making and provide thought leadership by shaping the strategic narrative and communicating complex insights to senior leaders.
10.	Work collaboratively with Public Health, Service Improvement, ICT and corporate teams to strengthen analytical maturity and capability and play a leadership role in upskilling teams, lead training sessions and improving organisational analytical capability.
CORPORATE	

RESPONSIBILITIES	
11.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
12.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
13.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
14.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
15.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
16.	Adherence to the council's commitment to the health, safety and welfare at work policy <i>[The role requirements are the duties and responsibilities that are specific for each tier of staff and management are listed in the Appendices attached]</i> Ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.
PEOPLE	
17.	Develop and maintain positive working relationships with HDRC, Public Health and wider partners to support collaborative, insight led working and promote the Council position.
SERVICE	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
18.	Contribute to service plans across HDRC and Public Health and maintain compliance with analytical and organisational standards.
PERFORMANCE	

19.	Support continuous improvement across analytical processes, data use and research quality.
20.	Meet performance expectations and contribute to the Council's strategic aims through the My Annual Review process.

OTHER CONDITIONS:

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.
- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.
- To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of	Requirement	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge			
K1	Strong knowledge of data management, data cleaning and data linkage methods for research and evaluation purposes	Essential	A / I / T
K2	Understanding of the wider determinants of health, health inequalities and public health intelligence.	Essential	A / I
K3	Knowledge of research methods (quantitative and mixed methods) and their application in local	Essential	A / I

	government or public health settings.-methods) and their application in local government or public health settings.		
K4	Understanding of data governance, ethics, confidentiality, Information Governance requirements and secure handling of sensitive datasets.	Essential	A / I
K5	Familiarity with analytical programming languages Python or R and data manipulation libraries.	Essential	A / I / T
K6	Ability to produce generic coding templates in Pythor or R	Desirable	A / I
K7	Awareness of other linked research datasets, administrative data structures or research data platforms.	Desirable	A / I
Qualifications & Experience			
QE1	Degree in a relevant field (e.g. Data Science, Public Health, Statistics, Social Sciences, Geography, Computer Science) or equivalent experience.	Essential	A
QE2	Demonstrable experience in data cleaning, processing, management and linkage across complex datasets.	Essential	A / I/T
QE3	Experience applying analytical methods to support research, evaluation or public health insight.	Desirable	A / I / T
QE4	Experience producing clear analytical reports for technical and non-technical audiences.	Essential	A / I / T

QE5	Experience working within multidisciplinary teams (e.g. IG, ICT, analysts, researchers).	Desirable	A / I
QE6	Experience contributing to research or insight projects relating to population health or wider determinants of health.	Desirable	A / I
Skills & Abilities			
S1	Ability to manage, manipulate and link large, complex datasets accurately and securely.	Essential	A / I / T
S2	Ability to design and maintain reproducible analytical workflows, code and documentation.	Essential	A / I / T
S3	Ability to communicate complex analytical concepts clearly to technical and non-technical audiences.	Essential	A / I
S4	Strong analytical, problem solving and critical thinking skills.-solving and critical-thinking skills.	Essential	A / I
S5	Ability to work autonomously, prioritise competing demands and meet deadlines in a fast-paced environment.	Essential	A / I
S6	Ability to communicate and work effectively across teams including HDRC, Public Health, IT and IG.	Essential	A / I
S7	Ability to use insight to influence practice, decision making and service improvement.-making and service improvement.	Desirable	A / I

Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Builds positive, collaborative relationships across HDRC, Public Health and wider partners.	Essential	A / I
We are OPEN and transparent	Communicates honestly, transparently and respectfully with colleagues and stakeholders.	Essential	A / I
We are WILLING to challenge, innovate and be accountable	Takes accountability, challenges constructively, and seeks innovation in analytical work.	Essential	A / I
We empower each other to be EXCELLENT and go the extra mile	Strives for high quality analytical standards, reproducibility and continuous improvement.-quality analytical standards, reproducibility and continuous improvement.	Essential	A / I
We RESPECT all communities; they are the heart of everything we do	Values diversity and ensures insight and analysis consider all communities in Tower Hamlets.	Essential	A / I
Additional Requirements			
AR1	Willingness to work flexibly, including occasional evenings or weekends to meet business needs (with notice).	Essential	A / I

AR2	Commitment to continuous professional development.	Essential	A / I
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Appendix 1: Health and Safety responsibilities for: Chief Executive/Corporate Leadership Team Job Descriptions

Health and safety responsibilities include:

- providing proactive and visible leadership in developing and maintaining a management culture promoting health and safety within the organisation through the formulation and implementation of the council's health and safety policy and supporting procedures.

Health and Safety responsibilities for: Corporate Directors (first tier) Job Descriptions

Health and safety responsibilities include:

- ensuring the council's corporate health and safety policy is implemented within their directorate
- incorporating health and safety standards and objectives into service plans
- holding staff accountable
- allocating health and safety responsibilities and duties to managers within their directorate
- acting as, or nominating, a competent manager to act as health and safety champion
- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives

Health and Safety responsibilities for: Directors (second tier) Job Descriptions

Health and safety responsibilities include:

- overseeing the translation of the council's health and safety policies, objectives and arrangements into operational practice within their respective directorate service areas.
- implementing corporate and directorate safety policies and supporting procedures within their service areas
- holding staff accountable

- ensuring risk assessments are carried out, reviewed and shared with all appropriate staff

Appendix 2: Health and Safety responsibilities for: Directors (second tier) Job Descriptions (contd)

- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives

Health and Safety responsibilities for: Heads of Service/Departmental Heads (third tier) Job Descriptions

Health and safety responsibilities include:

- arranging, where necessary, additional health and safety guidance and procedures to cover specific work activities, in addition to corporate arrangements
- holding staff accountable
- ensuring risk assessments are carried out, reviewed and shared with all appropriate staff
- ensuring staff receive adequate information, instruction, training and supervision
- cooperate with trade union/safety representatives and attend relevant meetings.

Health and Safety responsibilities for: Managers and Supervisors Job Descriptions

Health and safety responsibilities include:

- being familiar with health and safety policies and procedures
- setting a positive example
- communicate health and safety policies and procedures to staff
- carry out, review and share risk assessments

- consider work-related violence, abusive or threatening behaviour in the planning and development of safe working systems and procedures
- ensure adequate first aid provision
- holding staff accountable
- ensuring staff receive adequate information, instruction, training and supervision

Appendix 3: Health and Safety responsibilities for: Managers and Supervisors Job Descriptions (cont)

- cooperate with trade union/safety representatives and attend relevant meetings
- ensure work-related accidents/incidents are reported and investigated in line with procedures.

Appendix 3: Health and Safety responsibilities for: Staff Job Descriptions

Health and safety responsibilities include:

- always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.