



UK Health  
Security  
Agency

# Job Description

<b>Job title</b>	Epidemiology and Information Analyst
<b>Group</b>	Health Protection Operations
<b>Division/Directorate</b>	Field Service/Field Services
<b>Pay band</b>	Civil Service EO Grade
<b>Base/location</b>	Canary Wharf, London/Hybrid
<b>Hours per week</b>	37.5
<b>Job type</b>	Permanent
<b>On call required</b>	Not outside of routine working hours
<b>Security level</b>	BPSS

## Introduction

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work.

Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

## Field Services Division

The Field Services Division (FS) was established to provide a national comprehensive service which is geographically dispersed and integrates epidemiological, microbiological, infectious diseases and data sciences capacity and skills delivering surveillance and outbreak investigations consistently of the highest quality.

FS provides an effector arm for UKHSA, supporting the translation of evidence into practice as well as having a role in strengthening surveillance through closer links with the NHS and other partners. It also provides valuable links to academic centres and effective leadership and coordination of the UKHSA applied epidemiology training function.

## **Job summary**

The post will involve supporting outbreaks and epidemiological investigations through collecting, extracting and analysing data and managing, maintaining and updating databases.

The post holder will contribute to surveillance activities through adapting and developing routines and undertaking basic descriptive analysis to support the production of routine surveillance reports.

The post holder will also be required to undertake basic statistical tests and use common statistical, database and mapping software and tools to support analysis such as producing tables, graphs, maps etc. and running queries.

## **Main duties and responsibilities**

Specific duties of the role may vary depending on the site and teams/functions.

### **Outbreak support and epidemiological investigation**

1. Where appropriate, support the maintenance of outbreak and incident databases, the development of data extraction tools and automated routines and undertake basic descriptive and trend analysis
2. Contribute to the production of outbreak reports

### **Surveillance**

3. Adapt and develop automated routines to support surveillance activities, following and advising on Standard Operating Procedures and contribute to and support the production of routine surveillance reports including basic descriptive analysis
4. Respond to routine data requests

### **Research**

5. Adapt queries and undertake basic analysis of data to support research

### **Statistical skills**

6. Undertake basic statistical tests, under guidance

### **Software skills**

7. Use common statistical/database/mapping tools as part of pre-defined routines
8. Undertake basic analytical skills using common software packages to support analysis such as producing tables, graphs etc. and running queries

### **Quality and governance**

9. Be aware of, and comply with, information governance guidance including for example the secure storage and transfer of PII
10. Support audit through data extraction and basic analysis

### **Workforce and HR**

11. Be responsible for managing own workload, including developing objectives and reviewing progress against these.

## Personal and professional development

- The post holder will identify, discuss and action own professional performance and training / development needs with their line manager through appraisal / individual development plan. Attending internal / external training events.
- To participate in all mandatory training as required, i.e. safeguarding, fire safety, information governance and all other mandatory training.

## Other duties

- The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organization.

## Communication and key working relationships

The post holder will build and maintain effective working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This may include:

- Field Services staff
- Information and system specialists
- Health Protection Ops Group staff including:
  - PAN Regional
  - Emergency Preparedness and Response
- Science Group staff including:
  - Centre for Radiation, Chemicals and Environmental Hazards
- NHS England
- NHS Trust staff
- Laboratory staff e.g. microbiologists and laboratory managers
- Office for Health Improvement and Disparities staff (OHID) including
  - Knowledge and Intelligence Teams
- Local authorities
- Community staff
- Academia
- Other professional scientific, information and administrative staff in several organizations
- Agencies contributing to environmental hazards surveillance
- Members of the public.

## Person specification

Assessment will take place with reference to the following information:

- A – Application
- I – Interview
- C – Proof of qualification / membership of professional body
- T – Test

Description	Essential	Desirable	Assessment
<b>EDUCATION &amp; QUALIFICATIONS</b>			
1. Educated to degree level (or equivalent) or relevant experience in the maintenance and analysis of data	✓		A/I/C
2. Higher qualification in IT, biological, information sciences or public health		✓	A/I/C
<b>KNOWLEDGE AND EXPERIENCE</b>			
3. Analytical skills and experience of basic statistical tests including performing basic descriptive and trend analysis	✓		A/I
4. Experience of report writing	✓		A/I
5. Experience of maintaining, analysing and interpreting data using common software packages such as Microsoft Office	✓		A/I
6. Knowledge and experience of common statistical/database/mapping software and tools		✓	A/I
7. Knowledge/experience of working in an NHS environment and/or epidemiology / public	✓		A/I
8. Understand information governance issues including an awareness of data protection and confidentiality requirements		✓	A/I
<b>SKILLS AND CAPABILITIES</b>			
9. Good oral and written communication (including presentation) skills	✓		A/I
10. Ability to adapt queries and undertake basic analysis of data to support research		✓	A/I
11. Ability to produce work of high quality and accuracy to deadlines including when under pressure	✓		A/I
12. Good organisation, prioritisation and time management skills and able to work in a multidisciplinary team, as well as on own initiative	✓		A
13. An interest in public health, infectious disease epidemiology and control and statistical analysis		✓	A/I
<b>EQUALITY AND DIVERSITY</b>			
14. An understanding of and commitment to equality of opportunity and good working relationships	✓		I

## Civil Service Competency Framework 2019

As a civil servant your performance and appraisal will be assessed against the civil service core competencies or success profile elements detailed below:

Strategic cluster – setting direction:	People cluster – engaging people:	Performance cluster – delivering results:
1. Changing and improving	1. Leading and communicating 2. Collaborating and partnering 3. Building capability for all	1. Delivering at Pace

### Additional information

In addition to the job specific requirements above this role will require adherence to the following:

### Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development-performance-development-and-appraisals)

### Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group’s code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

### Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals. Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) protecting the confidentiality of UKHSA data and information by:
  - complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)
  - complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data
  - complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:
    - only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else
    - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information

- not processing UKHSA personal data outside UKHSA office sites without approval
- 2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
    - only altering UKHSA data and information if you have approval to do so as part of your role
  - 3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
    - complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment
  - 4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
  - 5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorized access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment
  - 6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches. Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

## Conflict of interests

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and if there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

## Diversity

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

## Emergency Response

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

## Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Group/divisional directors - are responsible for coordinating health and safety activities in their divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents

and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

### **Risk management**

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (if applicable)**

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.