

JOB DESCRIPTION



Job Title Covid Response Test and Trace Reporting Officer

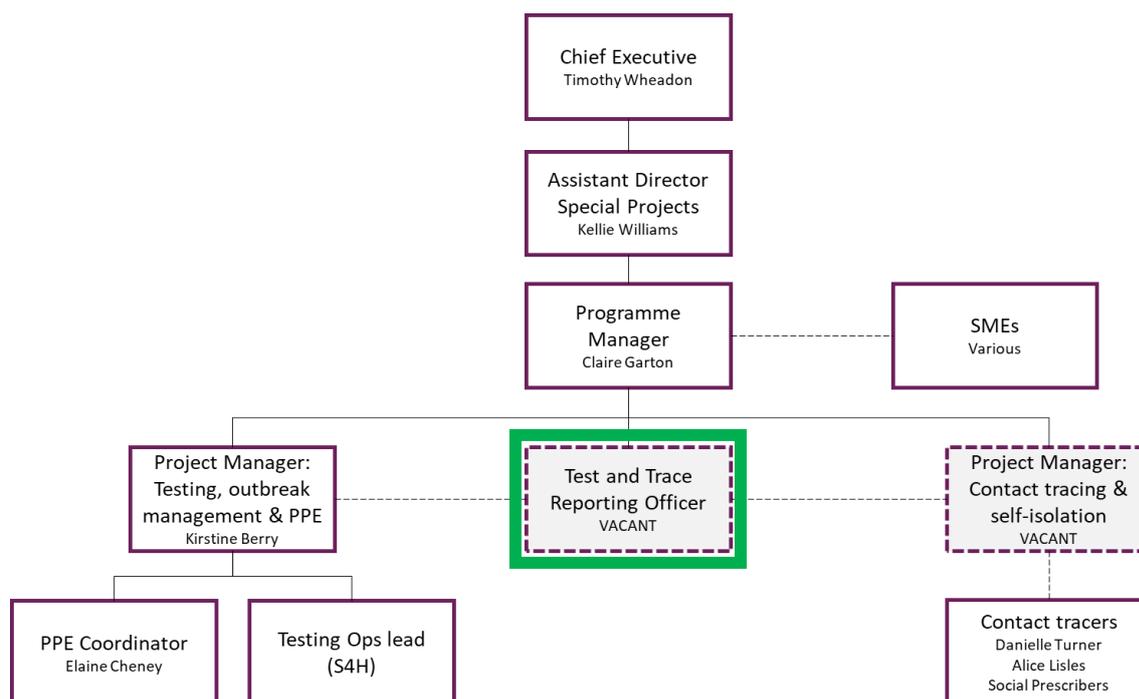
Salary £34,728 - £39,880 + LWA £626 p.a.

Directorate:	Chief Executive's Office	Section/Location:	Covid Response
Grade/Salary Range	BG F - SCP 31-36	Work style:	Home-flex

Key Objectives of the role

- To manage and hold responsibility for the submission of all government driven data reporting requirements across our Covid Response including community testing, local contact tracing and self-isolation support. Data reporting spans across our entire Covid response and therefore work will continually evolve in response to changes in government guidance and legislation as we move towards recovery.
- The role will also involve supporting and collaborating with project managers to identify interdependencies and manage risks across our Covid themes to enable each project to deliver the target health protection outcomes and deliverables as set out in each project specification and scope, working with external partners, project cells and team members.
- The Covid response test and trace reporting officer post is a fixed-term role, which will increase the team's intelligence function. The postholder will need to have excellent communication and partnership-working skills, with the ability to interpret complex data required to meet DHSC data return requirements. Experience of health information analysis would be advantageous although not essential, with a track-record of completing high-quality analytical work in tight timescales.

Designation of post and position within departmental structure



The post holder will be part of the council wide Covid Response Team based in the Chief Executive's Office, reporting to the Covid Response Programme Manager and working closely with the Assistant Director: Special Projects and Assistant Director: Public Health. The post holder will also be required to work collaboratively with both project managers to ensure effective delivery of any required outcomes.

Daily and monthly responsibilities

- Manage the timely production of all DHSC data reporting requirements across the authorities Covid response, including but not exclusively community testing, local contact tracing and self-isolation reporting. This will include all aspects of data management and analysis, such as data access, storage, information governance and analysis.
- Manage complex and highly sensitive data in accordance with information governance legislation and local policy, ensuring that data transfer, extraction and storage of data are appropriate and identify data quality issues through audit.
- Develop and specify analytical and statistical methods to be used in the analysis of data, ensuring that skills transfer to project managers takes place to ensure resilience within the team.
- Proactively work with the team to adapt and improve existing data products to meet the needs of decision makers within Covid response.
- Respond to requests for routine and ad-hoc data reports from internal and external stakeholders.
- Input into the monitoring and evaluation of the local COVID-19 Outbreak control Plan including the local contact tracing programme and local testing approaches

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- To work in close collaboration with project managers and partner teams on effective outbreak management, including but not exclusive to local Covid response and Public Health team, Shared Public Health Team for Berkshire (Information Analysts), the Council's ICT team (analysts), Health Protection Cell for Berkshire (Health Protection Hub)
 - Work proactively and collaboratively across other areas of the Berkshire and regional Public Health Network and also with peers in the wider local health and care systems.
 - To develop a strong understanding of Power BI in order to use the data to inform an effective outbreak management response. This will include responsibility for daily running of Power BI reports to support local contact tracing and self-isolation calls
 - Ongoing amendments to data collection templates based on changes in government guidance or new initiatives, including supporting the implementation of an Integrated Tracing system for local contact tracing.
 - Attendance at relevant cell meetings and attendance at ICERT meetings when required, including the daily monitoring of ICERT reports.
 - Co-ordination of daily testing site clinical checklists / monitoring of Solutions 4 Health dashboard / management of incidents in conjunction with S4H testing project lead.
 - Requirement to undertake Test and trace training & familiarisation with any related Standard Operating Procedures to carry out audit of test sites.
 - Support the project managers in the physical audit of testing facilities when required.
 - Support any ad hoc initiatives such as Surge testing where there is a reliance on data to plan the operation effectively.

Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

This role holds no direct line management responsibility but will hold responsible for co-ordinating work undertaken by local contact tracers.

The postholder will be required to work with the 2 x Project managers closely in order to support the effective delivery of our Covid response.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>This post requires education to degree level or equivalent relevant experience, with a strong analytical focus</p> <p>Access to a telephone, computer and internet connection</p> <p>Proficiency in standard Microsoft applications such as excel, outlook and teams.</p>	<p>First degree or equivalent relevant experience, reflecting strong numeracy skills ideally in public health, statistics, or a health-related field.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of understanding and managing complex data sets</p> <p>Knowledge and expertise in principles of data management, data quality, data security and information governance within a local government and health setting</p> <p>High level of accuracy and attention to detail.</p> <p>Advanced knowledge of Excel (in-depth use of functions, statistical tools and VB) and Access</p> <p>Good interpersonal skills, with the ability to listen, empathise, motivate and be supportive, patient and respectful</p> <p>Experience of working in multi-agency project teams</p> <p>Good verbal and written communication skills</p> <p>Excellent team working skills</p> <p>Ability to work effectively with all levels of staff, establishing and maintaining collaborative professional relationships</p> <p>Abilities</p> <p>Ability to communicate effectively with people from different backgrounds and with different life experiences.</p>	<p>Ideally with a focus on healthcare</p> <p>It is also desirable that the postholder will have knowledge of national policy relating to Local Government services and funding.</p> <p>Previous experience in using applications such as Power BI.</p>

	Ability to use problem-solving and creative approaches
Work-related Personal Requirements	<p>Self-motivated with excellent organisational skills</p> <p>Innovative and creative with a willingness to respond to new ideas</p> <p>Ability to work under pressure with a high degree of accuracy, and to manage and prioritise a diverse workload, whilst meeting deadlines.</p> <p>Ability to work both independently and as part of a wider team.</p> <p>Ability to think logically when faced with various information-related scenarios.</p> <p>Problem solving skills and ability to respond to sudden unexpected demands</p> <p>Excellent interpersonal, oral and written and communication skills</p>
Other Work Requirements	<p>Understanding and commitment to the principles and practice of valuing diversity and equal opportunities.</p> <p>A satisfactory enhanced Disclosure and Barring Service check.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.