



Job Description

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| Job title: | HCAI & AMR Scientist (Epidemiology) |
| Division/Directorate: | HCAI & AMR Department, National Infection Service |
| Pay grade/band: | HEO |
| Responsible to: | HCAI & AMR Senior Scientist (Epidemiology) |
| Location: | Colindale, NW London |
| Hours per week: | 37.5 |
| Job type: | Maternity cover |

INTRODUCTION

Public Health England provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally and enable locally a transformation in the health expectations of all people in England regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. It is a distinct delivery organisation with operational autonomy to advise and support Government, local authorities and the NHS in a professionally independent manner.

PHE PEOPLE CHARTER

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we have developed the PHE People Charter which outlines the values and behaviours expected.

Our behaviours that underpin our values are to **COMMUNICATE** openly, honestly and clearly, **ACHIEVE TOGETHER**, working towards PHE's objectives, **RESPECT** each other and treat colleagues and customers how we would wish to be treated and **EXCEL** by providing an excellent service, leading by example and driving personal development.

Please refer to full PHE People Charter attached to accompanying advert.



JOB SUMMARY

The HCAI & AMR Department is the national centre for surveillance of HCAI & AMR in England. The Department is a multidisciplinary Department including epidemiologists/public health specialists, scientists and data managers, statisticians, IT specialists and administrative staff. The Department is responsible for a range of national surveillance programmes that collect epidemiological data on a number of healthcare associated infections (HCAI) and invasive bacterial infections; monitoring resistance to and usage of antimicrobials; providing specialist epidemiology; coordinating the investigation and cause of national outbreaks; advice to government. It works particularly closely with the national reference laboratory for Antimicrobial Resistance and Healthcare Associated Infection (AMRHAI) and the Streptococcus and Diphtheria Reference Unit (SDRU) which are part of Microbiological Services.

The post is within the Department of Healthcare Associated Infection and Antimicrobial Resistance (HCAI & AMR). The primary function of this post is to coordinate and develop the collation and epidemiological analysis of HCAI & AMR surveillance data-sets. Under the supervision of senior scientific staff, the post holder will regularly extract, collate and validate surveillance data-sets and carry out epidemiological analyses to monitor trends, geographic distribution and risk factors. He/she will contribute to the delivery of surveillance and policy reports and to peer-reviewed publications.

The post-holder will adopt a variety of public health and surveillance portfolios, develop and implement standardised data collection and analysis protocols, will identify data quality issues and will facilitate their resolution. He/she will ensure that data are collected and processed in accordance with relevant policies and standard operating procedures (SOPs) and will undertake regular assessments of data quality and completeness.



MAIN DUTIES AND RESPONSIBILITIES

The postholder will:

Surveillance and Epidemiology

1. Develop and utilise information and intelligence systems related to the projects to underpin public health action across the department and surveillance systems therein;
2. Have responsibility for the development and productivity of the information and intelligence system(s) related to the projects;
3. Undertake specialist and complex analyses of quantitative and/or qualitative datasets which will require selection of the best option from a range of possible solutions;
4. Analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to inform decision making;
5. Receive, interpret, provide and advise on complex epidemiological and statistical information about the health of populations to the NHS, Department of Health and others;

Specialist Advice and Evaluation

6. Communicate effectively and diplomatically research and other specialist information with colleagues from own or other disciplines and present findings at local, national and international meetings and conferences;
7. Write and/or contribute to national and local policy setting reports, as well as peer-reviewed publications in scientific journals, on the health of the population;

Research and Development

8. Undertake literature reviews, evaluative research surveys, audits and other research as required;

Teaching and Training

9. Assist in teaching and training courses run at Centre for Infectious Disease Surveillance and Control, Colindale and outside, by producing presentation materials and assist in HCAI & AMR lectures.

MANAGEMENT ARRANGEMENTS

The postholder will:

- Be responsible to the Section Leads in the HCAI & AMR Department through the Principal or Senior Scientist coordinating the projects.
- Manage staff working on work-areas within the HCAI & AMR Department, if required.



PROFESSIONAL DEVELOPMENT

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

Other

- 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 organisation.

KEY WORKING RELATIONSHIPS

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to PHE. This will include;

Internal

Work as a member of the HCAI & AMR Department.

External

Work closely with data providers (clinicians, nurses, health advisers etc.) to ensure data quality and timely reporting, and internal and external data users. External stakeholders include the Department of Health, colleagues undertaking similar surveillance initiatives within Scotland, Wales and Northern Ireland and academics.



Person specification

| Description | Essential | Desirable | Assessment |
|--|-----------|-----------|------------|
| Qualifications | | | |
| Primary Degree in a suitable science subject | X | | A/C |
| MSc in Epidemiology or allied discipline or equivalent work experience | | X | A/C |
| Knowledge and experience | | | |
| Scientific research work experience, particularly in public health | X | | A/I |
| Data management, analysis and reporting | X | | A/I/T |
| Interpreting and evaluating epidemiological data | X | | A/I |
| Preparing scientific reports and presentations | X | | I |
| Of using computers and database software packages (Microsoft ACCESS and Excel) | X | | A/I |
| Using software packages for statistical analysis of data, specifically STATA | X | | A/I/T |
| Experience of communicable disease epidemiology, surveillance and prevention | | X | A/I |
| Experience of working in the NHS or Health Protection Agency | | X | A/I |
| Skills and capabilities | | | |
| Able to work as a team member | X | | A/I |
| Able to work independently and to deadlines | X | | A/I |
| Maintain required levels of confidentiality | X | | A/I |
| Able to communicate and document methods clearly and succinctly | X | | A/I |
| Able to liaise with a wide range of external collaborators including health service and academic professionals | X | | A/I |
| Have a clear and organised approach to work | X | | A/I |
| Able to identify and solve problems | X | | A/I |
| Equality and diversity | | | |
| An understanding of and commitment to equality of opportunity and good working relationships. | X | | I |



***Assessment will take place with reference to the following information**

A = Application form I = Interview C = Certificate T = Test

Civil Service Competency Framework 2012-2017 - Core competencies

As a civil servant your performance and appraisal will be assessed against the civil service core competencies below:

| Strategic cluster – setting direction: | People cluster – engaging people: | Performance cluster – delivering results: |
|---|---|--|
| 1. Seeing the big picture | 1. Leading and communicating 2. Collaborating and partnering | 1. Managing a quality service 2. Delivering at pace |

ADDITIONAL INFORMATION

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

Appraisal

All staff are required to partake in a joint annual review of their work. The process is described in the Human Resources Handbook found on the PHE intranet page.

Code of conduct and revalidation process for professionally qualified staff groups

All staff 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).

Confidentiality and Data Protection Act

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to service users and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by PHE for any unauthorised purpose or disclose such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisation, unless expressly authorised to do so by the organisation.

Conflict of interests

PHE employees must not engage in outside employment that conflicts with their PHE work, or is detrimental to it. In accordance with PHE's Conflict of Interest policy, you must inform your manager if there is the possibility of a conflict of interest and register the interest where appropriate.



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 PHE. You must register such interests with PHE, either on appointment or whenever such interests are acquired. You should not engage in these activities without the written consent of PHE, 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 interest and your PHE duties

Data Management

If you line manage staff and one of those staff members is a „system owner“ of a PHE database, you will become the new system owner if that member of staff leaves the organisation and no other measures have been put in place and documented.

Diversity

You are at all times required to carry out your responsibilities with due regard to the organisation's diversity policy and to ensure that staff receive equal treatment throughout their employment with PHE.

Emergency Response

As a Category 1 responder, under the Civil Contingencies Act, 2004, PHE has a set of civil protection responsibilities which it must fulfil in the response to any emergency or major incident. You will be expected to contribute to the preparedness for and response to major incidents and emergencies (as defined in the PHE Concept of Operations) as required.

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.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of PHE'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 staff 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 staff 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 staff 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 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 staff must be familiar with and adhere to the PHE child protection and safeguarding adult and children policies and procedures. Staff must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

PHE People Charter

All staff should be aware of and adhere to the PHE People Charter which outlines the values and behaviours expected of all PHE staff and underpins how all PHE policies should be applied. Applicants and employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes. This job description should be read with reference to the PHE People Charter which outlines the values and behaviours expected of all PHE staff.