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For the Attention of All Applicants July 2020

**Job Description Notice of Change**

Public Health Scotland (PHS) is a new organisation, formally established on the 1 April 2020 that brings together the experience and knowledge of NHS Health Scotland and two parts of National Services Scotland - Health Protection Scotland (HPS) and the Information Services Division (ISD). Staff were migrated to become PHS employees from this date on existing job descriptions.

As a result of the recent merger and establishment of PHS, job description(s) associated with the current vacancy still reflect the National Services Scotland brand and structure. Candidates are advised that all job description(s) shall be updated over the coming months to reflect PHS branding and organisational structure as part of the establishment of the new organisation.



 **NHS NATIONAL SERVICES SCOTLAND**

# JOB DESCRIPTION

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| **1. JOB DETAILS** |  |
| Job Holder:Job Title: | Healthcare Scientist Advanced (Epidemiology or Health Protection) |
| Immediate Senior Officer: | Team Leader |
| SBU: | Public Health Intelligence (HPS) |
| Location:CAJE Ref: | Edinburgh or GlasgowNPPHIG284 |

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| **2. JOB PURPOSE** |
| To support consultants or senior scientific staff in the provision of specialised information, advice and support to stakeholders. Provision of a specialised epidemiological knowledge base which will underpin one or more health protection programmes of work. This will include the development and implementation of surveillance systems and research, and involve the analysis, interpretation and presentation of complex epidemiological and surveillance data to support the delivery of health protection functions. |

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| **3. DIMENSIONS** |  |
| The post holder will report to a team leader.The post holder may be required to line manage and/or co-ordinate work of junior team members pertaining to their specific area of work or research. They will be required to train staff, supervise or mentor junior scientific staff and demonstrate specific tasks or work as required to others. The post holder will contribute to HPS’ Research Strategy by undertaking research & development activities which may include the preparation of applications for funding. They will be expected to work within any budgets set by the group operations manager but will be expected to make recommendations on the most appropriate allocation of resource. |

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| **4. ORGANISATION CHART** |
| Typical teamTeam LeaderInformation Mgrs/ OfficersHealthcare Scientists |

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| **5. ROLE OF THE DEPARTMENT** |
| Health Protection Scotland - a division of NHS National Services Scotland - is a national, multidisciplinary organisation whose purpose is *‘to protect Scotland’s health’.* HPS does this by providing the best possible information and expert support to practitioners, policy-makers and others on infectious and environmentalhazards. HPS carries out surveillance, working with NHS professionals and local authorities in a variety of ways, gathers health intelligence and data, detects emerging trends and works to prevent infections and hazards, or reduce the effects of these if they do occur. HPS monitors the extent and impact of infections and other risks to Scotland’s health and helps prepare plans to manage incident or outbreaks, particularly those that may stretch the resources of the NHS in Scotland.HPS’ aim is to communicate effectively with health professionals and the general public to promote the steps needed to stop the spread of infections and other hazards. |

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| **6. KEY RESULT AREAS** |
| 1. Contributes to the development, maintenance and delivery of one or more surveillance systems under the guidance of senior scientific/clinical colleagues. This may include the validation of laboratory reporting systems, reviewing local surveillance systems within NHS boards and assisting in the development of enhanced systems.
2. Analyses, interprets and produces regular reports on surveillance data. Identifies data quality issues and takes action to investigate and address any anomalies.
3. Provides advice and information to a range of stakeholders on health protection topics and issues relating to surveillance programmes. Produces regular reports (including annual national reports where appropriate) of specialised epidemiological data in an appropriate and accessible way for stakeholder groups, public and media.
4. Provides scientific and/or epidemiological advice to consultants and to NHS boards in Scotland in the management of outbreaks and incidents, including attendance at Outbreak Control/Incident Management Team meetings or Problem Assessment Groups under direction of consultant.
5. Prepares and disseminates complex, often sensitive, surveillance data and information e.g. oral and written presentations of up-to-date, specialised scientific or clinical information to be presented at local and national scientific meetings, training sessions and conferences. Assist with preparation of material to be used in media briefings or in answer to Parliamentary Questions.
6. Carries out extensive systematic review and critical appraisal of scientific and/or epidemiological literature to inform the provision of evidence-based advice and best practice, to develop guidelines and policies, to strengthen the knowledge base and to facilitate the identification of areas requiring research and development.
7. Assists in the implementation of research and audit initiatives, which will contribute to the body of knowledge of health protection by using and researching methodologies, gathering data etc. Writes up findings, prepares reports and articles, co-authors or authors papers for publication, including those in peer-review journals.
8. Ensures that services and outputs are delivered in accordance with policy, legislation or governance requirements including those covering confidentiality, Data Protection, ethics and Freedom of Information.
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| **7. ASSIGNMENT AND REVIEW OF WORK and DECISIONS AND JUDGEMENTS** |
| * The post holder will report to the line manager regularly to be assigned work and update manager and other team members on progress. Formal objectives will be set in line with organisational objectives and a review of work will be undertaken jointly between the post holder and the line manager twice per annum as part of the NHS Knowledge and Skills Framework (Performance & Development Review process).
	+ The post holder has full autonomy to plan and organise their own and others activities on an ongoing basis using recognised project management methodologies and in line with organisational policies and procedures. They will be expected to use judgement around timescales and milestones, adjusting as appropriate. Where complex or unusual situations or incidents occur they will be expected to consider a range of options and recommend solutions to the consultant.
* In appraising and interpreting research, literature reviews or other information where available evidence may be contradictory, the post holder will need to consider the range of findings and make recommendations to consultants based on different outcomes or options.
* The post holder may be required to represent HPS at meetings of relevant stakeholder or steering groups or to produce highly detailed reports for the SGHD or other stakeholders.

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| **8. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal*** The post holder will normally work within a designated team but will frequently require to liaise with colleagues across other disciplines and clinical groups – they may also be required to carry out duties in other teams or other areas of the organisation if required. Through written and oral communication, as well as formal meetings, they will contribute to the Division’s work in relation to protecting Scotland’s health.
* The post holder will participate in meetings with other HPS scientific and nursing staff to promote continuing professional development.

**External*** The post holder will liaise with other NHS organisations from time to time in support of the team’s work (e.g. SGHD, NHS Boards, Public Health England, NHS Healthcare Improvement Scotland, NHS Education Scotland and Local Authorities) and may be asked to communicate specific information or advice in relation to surveillance, infection/exposure prevention and control etc.
* The nature of the work means that information or data may be sensitive, highly complex and at times contentious. Data may contain Patient Identifiable Information so adherence to all data governance requirements is paramount. When delivering information about health protection or public health risks an awareness of the need to carefully manage risk communication (especially in the public domain) is essential.
* Communication is mainly through written and oral communications and may include attendance at meetings, seminars or conferences at both local and national level. This may include the presentation of surveillance or research findings at conferences or scientific meetings.
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| **9. MOST CHALLENGING PARTS OF THE JOB** |
| * The ability to be flexible and react to a wide variety of demands and tight deadlines, particularly in relation to providing support during health protection incidents and outbreaks.
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| **10. SYSTEMS** |
| The post holder will be expected to have advanced word processing and computer skills. These will be applied to the interrogation, extraction and manipulation of data (e.g. using Microsoft Access, Microsoft Excel). The post requires a working knowledge of packages for statistical analysis (e.g. Statistical Package for Social Sciences (SPSS)) as well as software for the referencing and cataloguing of literature (e.g. Endnote). Using Microsoft PowerPoint, the post holder will develop presentations for local and national audiences. |

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| **11. PHYSICAL, MENTAL, EMOTIONAL EFFORT** |
| Physical Effort Frequent requirement to sit at workstation for long periods. May require to carry laptop, projectors, papers to meetings, presentations etc.Mental EffortFrequent requirement for intense concentration (e.g. report-writing, undertaking literature reviews or statistical analyses), as well as the ability to change activity on request. Expected to meet demands at short notice during outbreak and crisis situations.Emotional EffortOccasional involvement in potentially sensitive incidents/outbreak situations e.g. where there may be fatalities and/or significant media interest. |

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| **12. ENVIRONMENTAL/WORKING CONDITIONS & MACHINERY AND EQUIPMENT** |
| Open-plan office setting. Requirement to use Visual Display Unit equipment for long periods. Requirement to use printer, photocopier and fax machine.   |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications & TrainingPrimary degree in a scientific or clinical subject * Masters qualification **or** equivalent experience acquired in a health or research field
* A qualification or demonstrable training/experience in public health, health protection or epidemiology
* Sound experience in epidemiological research methods

**Knowledge & Skills**Computer literacy, working knowledge of commonly used software (e.g. Access, Excel)* Highly developed analytical skills, including familiarity with statistical analysis tools (e.g. SPSS, STATA)
* Highly developed communication skills, both verbal and written
* Experience in implementing projects and working within project management frameworks
* Understanding of current scientific and/or epidemiological advances

**Other Attributes**Proven track record as a team player* Enthusiastic approach with excellent planning and organisational skills
* Ability to foster and maintain good working relationships with administrative staff, scientific staff and health professionals at all levels
* Ability to present detailed data and highly complex scientific information to a variety of stakeholders
* Experience of training other staff groups
* Record of peer-reviewed publications
* Commitment to CPD within Public Health competency frameworks
* Flexible approach and commitment to apply skills across HPS in support of clinical/scientific priorities
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| **14. JOB DESCRIPTION AGREEMENT** |  |
| Job Holder’s Signature: | Date: |
| Head of Department Signature: | Date: |
| HR Representative’s Signature: | Date: |