

Vacancy ref: 5647

Faculty of Health, Innovation, Technology and Science

JOB DESCRIPTION

Title:	Public Health Research Analyst
Department:	Public Health Institute, Faculty of Health, Innovation, Technology and Science
Grade:	Grade 5
Salary:	£27,241 - £31,861 pro rata per annum
Hours:	0.6fte (3 days per week)
Contract Length:	Until 30/09/27 initially
Reporting to:	Intelligence and Surveillance Team project managers
Location:	Exchange Station, Tithebarn St although staff may be asked to work in any location within the University.
Introduction:	The post holder will contribute to a well-established programme of health-related intelligence and research at the Public Health Institute by supporting the Intelligence and Surveillance team in the collation and analysis of data, and the production of outputs related to that data.

Purpose of the role

Public Health Institute's Intelligence and Surveillance team has a large number of commissioned projects relating to criminal justice and substance use which require consistent research and analytical support to deliver outputs related to relevant datasets.

Duties

- Assist the Intelligence and Surveillance Team project managers in delivering outputs related to existing monitoring and research commissioned work in the field of criminal justice interventions for people who use drugs.
- Use appropriate administrative and analytical tools to collate and analyse public health information and provide up to date intelligence to support the work of the team, external partners and the Public Health Institute
- Ensure that all outputs are thoroughly proofed and pass through a robust DQ process.
- Liaise with stakeholders and work with project leads to produce high-quality contracted outputs for partners, external organisations and commissioning bodies.
- Conduct data analysis to appraise data quality and completeness from various monitoring systems and report this to internal and external partners.

- Assist in the preparation and submission of reports and papers for presentation at local, national or international meetings, workshops and/or conferences, and for publication.
- Ensure that full and accurate documentation is kept for all work.
- Contribute to the development of, and ensure that all policies and processes, including quality assurance, are maintained and adhered to.
- Be responsible for the accuracy and security of all data related to projects which the post holder manages or is involved with, complying with relevant protocols regarding data confidentiality and security.
- Make decisions in relation to monitoring activity and actively contribute to collaborative decision-making in relation to data systems and processes.
- Plan, prioritise and organise own work and resources to meet agreed objective and deadlines.
- LJMU are committed to adhering to the principles set out in the Researcher Development Concordat; in line with this all fixed-term researchers will be supported to complete 10 days professional development activities per year (pro-rata).

Values and Regulations

- Any other duties commensurate with the grade as deemed necessary by the Director of school.
- A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.
- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
Degree (or equivalent) in a health related, social science or other related field.	A, I
Previous experience of collating, cleaning, manipulating and analysing large data sets	A, I
Experience of writing reports using descriptive analysis methods for presenting data in a clear and concise way	A, I
Ability to collate, critically appraise and present information from a range of sources using excellent analytical skills	A, I
Intermediate level competence in MS Excel	A, I, T
Knowledge of data protection and confidentiality procedures	A, I
Ability to work independently, to manage own workload within time available and on own initiative	A, I
Attention to detail and data accuracy	A, I
Commitment to LJMUs values and regulations, including the Diversity and Inclusion Policy.	A, I

Desirable Factors	Evidence
Knowledge of and proven interest in public health issues	A, I
Good understanding of research methods	A, I
Experience and knowledge of database packages including Access	A, I

A = Application I = Interview P = Presentation T = Test C = Certificate

November 2026

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the **University Sport Building.**