**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** Interim Public Health Lead | **Grade**: PO6 |
| **Section:** Public Health | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:**Senior Public Health Lead | **Responsible for following staff:**N/A |
| **Post Number/s:**1 | **Last review date:** March 2025 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Leading on the delivery of key aspects of the Health Protection domain, as outlined in the Public Health Outcomes Framework, including but not limited to immunisation, screening and emergency and weather preparedness. Working with the Consultant in Public Health and Senior Public Health Lead to develop and coordinate public health programmes under minimal supervision. Assessing health needs, interpreting evidence, managing projects and undertaking partnership working to deliver outcomes and provide relevant advice to members and officers. Deputising for the Senior Public Health Lead as required.

**Specific Duties and Responsibilities**

* To lead on key areas of the health protection portfolio including immunisation, screening, emergency and weather preparedness, outbreak response and quality assurance.
* Plan, organise, implement and evaluate Public Health projects relating to specific topic areas, including support for commissioning of services and associated pathways, in order to improve outcomes for residents. (A1.5, A2.4, A2.5, B3.31[[1]](#footnote-2))
* Apply specialist Public Health skills, knowledge and experience in a multiagency and multidisciplinary environment (B2.2, B2.3). Working with local partners to plan for emergencies and develop national and local resilience to a range of potential threats (A3.4).
* Use Public Health skills to support the Integrated Care System (ICS) and wider health and social care partners on specific topic areas, including influencing partners to ensure that Public Health priorities and principles are reflected in commissioning plans (A2.2).
* Manage multi-agency and multi-disciplinary partnerships with Council and ICS officers, GPs, local stakeholders, neighbouring local authorities and regional and national bodies, such as NHS England and the UK Health Security Agency (UKHSA) (B2.2).
* Support the development of long-term strategic plans and projects on behalf of the boroughs in relation to Public Health issues which impact on a range of community agencies and strategic partnerships, and work with partners to enable appropriate implementation. (A4.3, B2.4, C1.5).
* Use specialist expert skills, knowledge and experience to collate, analyse, interpret and communicate epidemiological and statistical information from a variety of sources, including Government statistics and public consultations, and to make judgements about a range of possible solutions to Public Health problems such as tackling inequalities (A1.1, A1.2).
* Identify and assess the health and healthcare needs within the boroughs, leading on specific Health Needs Assessments, using a range of highly specialist quantitative and qualitative methodologies (A1.2, A1.5).
* Analyse and manage immediate and longer-term hazards and risks to health at a local level, including outbreaks, incidents and cases of contamination and communicable disease. Implementing and providing advice in relation to national guidance, policy, legislation and other measures required to protect population health (A3.1, A3.2, A3.3, A3.5).
* Identify, implement and evaluate Public Health interventions and models of service provision which the post holder decides are the most appropriate in terms of their evidence base and cost effectiveness, taking into account their ethical and political consequences. Obtaining assurance for screening and immunisation programmes from key stakeholders to provide assurance reports to the Public Health board (A 3.3, A4.4, A5.2, B2.3, B4.1, B4.2, C3.4).
* Create written reports and deliver presentations on behalf of the Public Health department to Council, and partnership groups, conferences and seminars in order to influence major stakeholders. This includes communicating Public Health issues to residents, GPs and local stakeholders, in consultation with the Senior Public Health Lead (C2.2, C2.5).
* Ensure that effective communication, including media (radio, press, etc) and social media, is developed by the staff/teams, in line with Borough requirements, liaising closely with the communications team (C2.1).
* Commission, oversee or participate in Public Health research projects and audits as well as contribute to, respond to and advise on the development of patient and public surveys. (A4.3, A4.6, A5.5, C2.5).

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
* To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
* The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

* Effectively manage a delegated budget for specific commissioned services and/or projects, with supervision from Senior Public Health Lead. Write bids to secure funding for Public Health and partnership projects. Responsible for the management of member(s) of the Public Health team, as allocated to the post holder – including direct line management and/or project/matrix management of staff.
* The post holder is accountable to the Senior Public Health Lead and Consultant in Public Health and will deputise for / represent as appropriate in matters related to health protection or as requested.
* Initiate, develop and commission training and education programmes for the benefit of health and other professional staff and evaluate effectiveness, including presentations to small groups, conferences, students, meetings, and networks.
* Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre).
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
* The post holder will be expected to participate in the organisation’s staff appraisal scheme and departmental audit and ensure appraisal and development of any staff for which s/he is responsible.

**Team structure**

**INTERIM PUBLIC HEALTH LEAD (Immunisations)**

**Person Specification**

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|  **Job Title:** Interim Public Health Lead (Health Protection) | **Grade**: PO6 |
| **Section:** Public Health  | **Directorate:** Adult Social Care and Public Health |
| **Responsible to:**Senior Public Health Lead (Health Protection) | **Responsible for:**N/A |
| **Post Number/s:**RWA6323  | **Last Review Date:** March 2025 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | **Assessed by** **A/I/T/C** **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Understanding of social and political environment, including national and local policy, strategies, and guidance. | **X** |  | A/I |
| Understanding of epidemiology and statistics, public health practice, health promotion, health economics, health protection and health care evaluation. | **X** |  | A/I/T |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Substantial experience in public health or health-related posts. | **X** |  | A/I |
| Experience of using project management models and delivery. | **X** |  | A/I |
| Experience in health protection such as leading on screening and immunisation programmes, extreme weather preparedness and emergency planning etc. | **X** |  | A/I |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Excellent communicator in oral, written and presentation skills. | **X** |  |  |
| Excellent report writing skills with ability to translate complex information and create high quality written material, including statistical tables, for a wide range of audiences. | **X** |  |  |
| Ability to analyse and interpret information for effective decision making, undertake literature review and critically assess evidence | **X** |  |  |
| Ability to think strategically, creatively, analyse manage problems, and develop solutions. | **X** |  |  |
| Effective team member with strong interpersonal, influencing and facilitation skills. | **X** |  |  |
| Flexible, pro-active, uses initiative, prioritises, manages own workload, and works well under pressure and to tight timeframes with minimal supervision. | **X** |  |  |
| Ability to work autonomously and with minimal supervision. | **X** |  |  |
| Ability to carry out research and evaluate research carried out by others. | **X** |  |  |
| Commitment to undertaking continuous professional development (CPD) | **X** |  |  |
| Computer literate with ability to produce reports, presentations, spread sheets, databases. | **X** |  |  |
| Ability to manage budgets and prepare bids for external funding. | **X** |  |  |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Higher degree or postgraduate qualification in public health /course relevant to public health or equivalent knowledge gained through /post-graduate training or Degree in Public Health and equivalent post graduate knowledge gained through experience. |  | **X** | A/I/C |
| Registered with a relevant public health body or working towards this is desirable - e.g., UKPHR |  | **X** | A/I/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**

1. Gov (2019). Public Health Skills and Knowledge Framework: Mapping Tool. Available at: <https://www.gov.uk/government/publications/public-health-skills-and-knowledge-framework-tools-and-guidance> [↑](#footnote-ref-2)