

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: 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: RWCC0016	Last review date: September 2021

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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)
- 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 Clinical Commissioning Groups (CCG)/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 CCG officers, GPs, local stakeholders, neighbouring local authorities and regional and national bodies, such as NHS England and Public Health England (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

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>

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, CCG 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 the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data and health and safety (A1.4, PEii, PEiii).
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems. (PEii)
- 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. (PEii, PEiii)
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council. (PEiii)

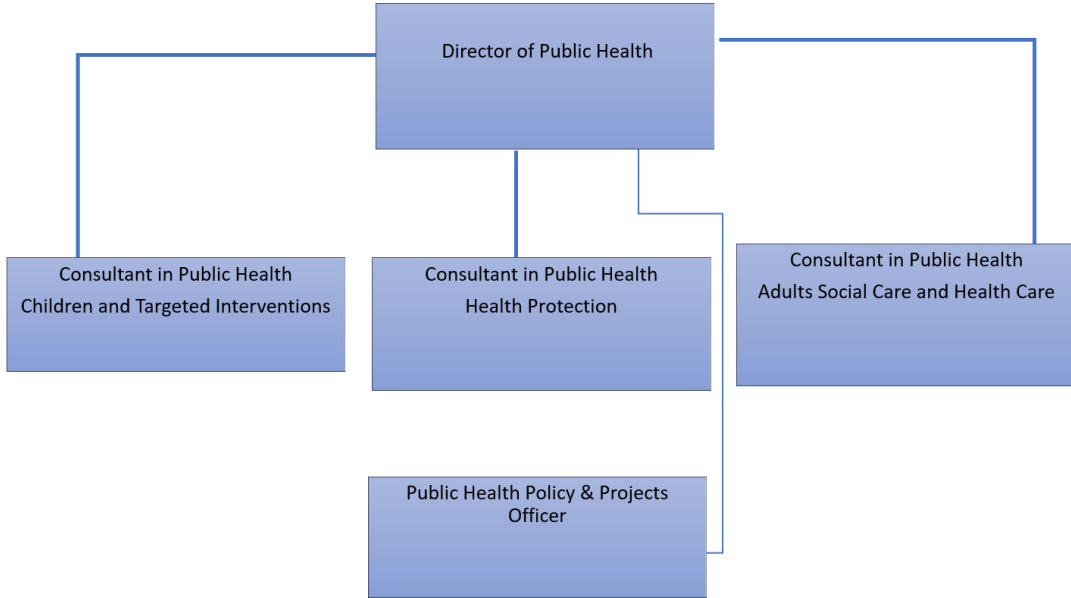
Additional Information

- 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.

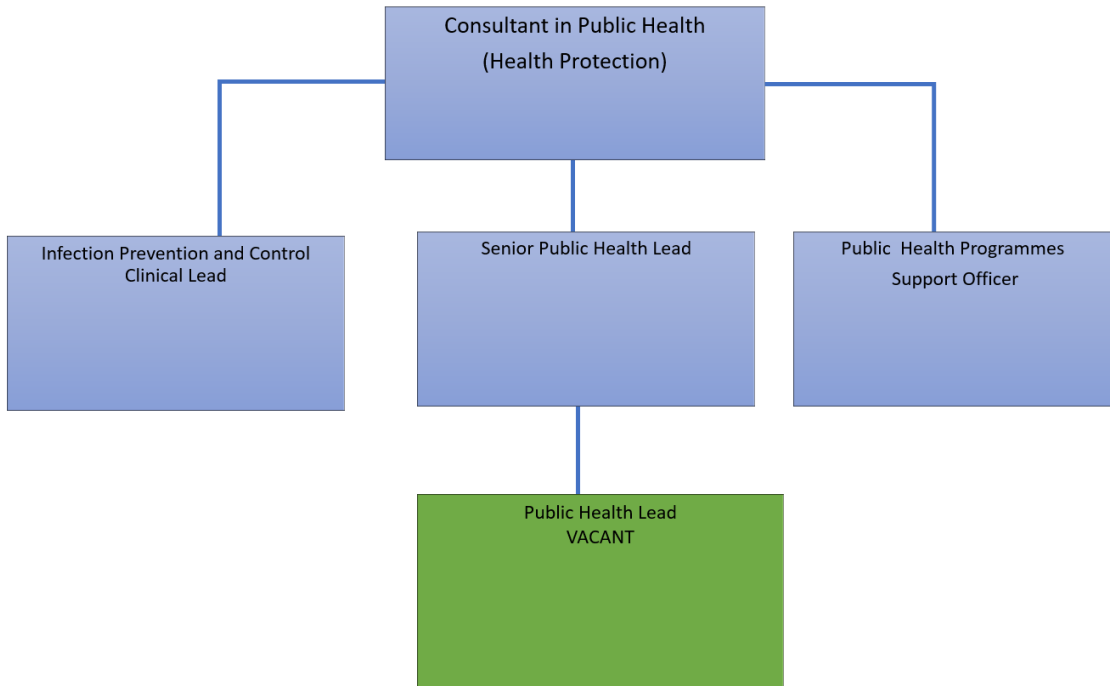
Current Team Structure

Public Health Core Team

Director & Heads of Service



Health Protection Team



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

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

A – Application form

I – Interview

T – Test²

C - Certificate

² As part of the recruitment process, you will be required to undertake a test that will assess capabilities in areas outlined in the person specification above.