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

**Job Description**

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|  **Job Title:** Interim Senior Public Health Lead (Health Protection) | **Grade**: MG1 - £55,399 – 69,947 |
| **Section:** Public Health | **Directorate:** Adult Social Care and Public Health |
| **Responsible to following manager:**Consultant In Public Health – Health Protection | **Responsible for following staff:**2 x Public Health Leads |
| **Post Number/s:**1 | **Last review date:** December 2024 |

**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**

Lead responsibility for Health Protection and contribute to the delivery of key aspects of the Health Protection. Strategic responsibility for the Health Protection domain of the Public Health Outcomes Framework. This would be achieved by taking the lead in

ensuring there are clear and robust, health protection strategies, actions and protocols embedded across a range of organisations in

order to protect the health of the population and local residents in the London boroughs of Richmond and Wandsworth.

**Specific Duties and Responsibilities**

All duties have been mapped against the Public Health Skills and Knowledge Framework (PHSKF). Relevant descriptors are shown in brackets.

**Leadership**

* Proactively lead the Public Health, Health Protection Team to ensure effective working relationships, effective prevention and control of infection mechanisms with health care partners, Regulatory Services Partnership and across Council Directorates and mitigate risks to public health using different approaches. (A3.5. B2.1).
* Lead, design and facilitate the implementation and evaluation of any health protection actions required to implement new policies and plans within the legislative framework e.g. via designated projects within the organisation. This may include specific plans at any given time, regarding any infectious disease outbreak control plans e.g. COVID-19, Measles, TB or other infectious disease. (A2.5, A3.1,2,3,4, B4.5).
* To take the senior leadership of one or more areas of the health protection plan, this may include, but is not limited, to appraising and advising on our local health protection related strategies and responses such as for care homes, education settings, testing or any new areas agreed, including those identified within a pandemic, based on a needs led approach. (A2.3, B1.1).
* Take leadership responsibility for planning, organising, implementing and evaluating health protection projects, programmes, strategies or policy. Specifying and delivering outcomes, within budget and through managing change accordingly to protect and improve the health and wellbeing of the local population. (A2.2, A2.3, B1.3, C3.2, C3.3).
* To establish processes and infrastructure to develop workforce capacity (paid and unpaid) to enable an effective health protection response. This will include leading, training and overseeing staff to deliver the council’s health protection function including any response to a pandemic. (C4.4).
* Lead on developing and implementing systems to manage the public health responses to health protection emergencies, for example mailboxes, and rotas. Work with the Analytics team to ensure data needs for the health protection function are met adequately. (A1.6).
* Develop updates and communications for wider stakeholders and council members to ensure key stakeholders remain briefed and informed on key developments; applying the principles of social marketing, and/or behavioural science to reach specific groups. (A2.6, C2.4).
* Actively support the Director of Public Health and/or consultant to ensure effective contribution at senior council meetings; providing verbal and written reports to Divisional Management Teams, Core Public Health Team, Public Health Boards, Immunisation Steering Groups, Borough Resilience Forum’s or Head Teacher’s forums to ensure that effective plans are in place to protect the public’s health from incidents and outbreaks. (A3.3).
* Quality assure and audit services, interventions, policies and plans to control risk and improve quality and effectiveness, making recommendations for change/improvement, manage uncertainty and problem solve; reporting these to Public Health DMT and other identified Council and partnership meetings/committees. (A5.5, C1.3).
* Develop, establish and implement staff and public engagement and participation with regard to improving knowledge and raising awareness of health protection issues. Connecting communities to local resources and services. (A5.3, B2.5, B4.4).
* Lead on managing complex, multi-agency and multi-disciplinary partnerships including, neighbouring local authorities and regional and national bodies, (e.g. NHS England and UK Health Security Agency (UKHSA)); to influence or lead on policy development and strategic planning creating opportunities to address health needs and risk, promote health and build approaches to prevention and address barriers to collaboration. (B1.4, B2.3, B2.4, C1.5).
* Lead the evaluation of the public health response to emergencies and develop and assist in the implementation of strategies that improve performance; applying research techniques and principles to establish local evidence of effectiveness. (A4.6).
* Set commissioning priorities according to need, evidence base and economic case for investment; developing specifications, performance indicators and outcomes; following end to end commissioning and contract monitoring where appropriate. (B3.1,2,3,4,5,6, C3.1).

**Management and Operational**

* Manage a team of public health, health protection leads and related officers to support functioning and delivery of the Health Protection Team. Implementing the Council’s appraisal and performance related pay mechanism with regard to this. (B2.2, C1.2, C1.4).
* Identify and take forward areas for service development as directed by the LAs and/ UKHSA to contribute to the delivery of health protection incidents or emergencies in accordance with the evidence while, participating in the planning and delivery of new services. (A4.2).
* Lead, design, facilitate, deliver and quality assure education and training programmes with a wide range of staff, volunteers, independent providers and stakeholders to build a skilled and competent health protection workforce to meet the changing needs within the health protection function for the LAs (C4.5).
* Ensure that all stakeholders have clear access to Health Protection advice and support. This includes ensuring the establishment of effective document control systems and Standard Operating Procedures (SOPs) for current and up-to-date Health Protection policies and guidance. (A3.5).
* Develop and implement standards, protocols and procedures, incorporating national ‘best practice’ guidance into local delivery systems in relation to health protection. (A5.5).
* Identify, analyse, interpret and present highly complex health protection data in compliance with policy and procedure to produce intelligence and reports that inform decision making, planning, performance management and evaluation. (A1.1, A1.2, A1.3 A1.5).
* Lead on the production of a Health Protection Annual Report and/or executive reports as required, including the co-ordination, review, monitoring and updating of relevant plans and contribute to the Joint Strategic Needs Assessment (JSNA) and in doing so identify gaps that may be addressed through interventions or research. (A4.5, B1.5).
* Lead the Public Health, Health Protection response to appraise evidence, review and advise on health protection related advice and guidance in-line with the Health and Safety Executive; being the departments’ interface with Regulatory Services Partnership (RSP). (A4.1).
* Support, attend and manage Incident Management Meetings in partnership with the UK Health and Security Agency, DPH and/or Consultant in Public Health keeping a record of agreed actions, co-ordinating responses and informing where the incident / outbreak has ended. (A3.2).
* Use expert knowledge and challenge in the event of inappropriate action(s) taken by providers in the event of incidents or outbreaks and react and respond to cross organisational boundary incidents or outbreaks to reduce the risk of duplication of effort or gaps in learning. (A3.2)
* Use specialist expert skills, knowledge and experience to collate, analyse, interpret and communicate highly complex epidemiological and statistical information and concepts from a variety of sources, including Government statistics and public consultations, and offer a range of possible solutions to highly complex Public Health problems. (C2.2).
* Identify, implement and evaluate Public Health interventions, models of service provision and partnerships that are the most appropriate in terms of their evidence base and cost effectiveness, taking into account their ethical and political and economic consequences; supporting others to understand these. (A4.4, A5.2, B2.3, B4.1, C3.4, PEiv, PEv).
* Create complex written reports, including briefings to Gold command and deliver presentations to senior Council, Integrated Care Board (ICB) and partnership groups, conferences and seminars in order to influence major stakeholders. This includes communicating highly sensitive, complex or contentious Public Health issues to residents, Councillors, ICBand local stakeholders, in consultation with the Consultant in Public Health and operating within decision making political processes. (B4.2, B4.3).
* Seek independent assurance through external and internal governance reporting as appropriate; reporting performance to relevant health protection multi-agency response groups such as internal Health Protection oversight meetings. (C3.5).
* 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 teams across two Boroughs; addressing any barriers to messaging or collaboration. (C2.1).
* Lead on the commissioning of or implementation of Public Health research, evaluation and audits including patient and public participatory methods in respect of Health Protection. (A4.3, B3.1).
* Facilitate dialogue with and influence groups or communities using a range of evidence-based tools and technologies to improve health protection literacy and consult / listen to those likely to be affected by planned intervention or change. (A2.1, A2.3 C2.3, C2.5).
* Lead on budget/finance management for specific topic areas. This will include conducting economic analysis or services and interventions against health impact and return on investment, identifying and securing funding sources and deploying resources towards clear strategic goals. (A5.1, C4.1, C4.2, C4.3).

**Generic Duties and Responsibilities**

* Assess the impact and benefits of health and other policies and strategies that contribute to the public’s health and health inequalities; continuously improving the services of the Boroughs of Wandsworth and Richmond. (B1.2).
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety (A1.4, PEiii).
* 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 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**

**Professional obligations:**

**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.
* Contribute actively to the training programme for Foundation Year Doctors/ Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality.
* Pursue a programme of CPD, either voluntarily or as part of the requirement for registered UKPHR Practitioners.

**Team structure**

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**INTERIM SENIOR PUBLIC HEALTH LEAD (HEALTH PROTECTION)**

**Person Specification**

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**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** |
| Highly developed specialist knowledge of Health Protection principles and practices, PH evidence base, epidemiology, statistics, health economics and community development approaches. | **✓** |  | **A/I** |
| Understanding of social and political environment, including national and local policy, strategies and guidance. | **✓** |  | **A/I** |
| Evidence of specialist Health Protection knowledge. | **✓** |  | **A/I** |
| Understanding of social and political environment, including national and local policy, strategies and guidance. | **✓** |  | **A/I** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| The ability to demonstrate an advanced level of health protection knowledge and skills and experience. | **✓** |  | **A/I** |
| Experience with developing team workplans, prioritising team workloads and managing complex stakeholder expectations. | **✓** |  | **A/I** |
| Experience with establishing effective governance across internal and external stakeholders to support delivery of accountabilities. | **✓** |  | **A/I** |
| Substantial experience in leading, developing, implementing and monitoring Public Health, health protection, and related projects, programmes, strategies and/or interventions. | **✓** |  | **A/I** |
| Experience with establishing health protection response processes and protocols and briefings with key stakeholders. | **✓** |  | **A/I** |
| Experience of managing projects, staff, budgets and leading multi-agency partnerships at pace in a local authority setting. | **✓** |  | **A/I** |
| Experience with delivering, overseeing and quality assuring the delivery of guidance in relation to health protection. | **✓** |  | **A/I** |
| Experience of managing risks, reporting and escalating as appropriate | **✓** |  | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Be highly politically astute. | **✓** |  | **A/I** |
| Excellent communicator in oral, written and presentation skills. Ability to create complex, high quality written material, including statistical tables, for a wide readership | **✓** |  | **A/I** |
| Ability to think and act strategically and creatively; analysing and communicating guidance, complex data, managing problems and developing solutions. | **✓** |  | **A/I** |
| Able to develop, influence and implement local policies with a thorough understanding of the context. | **✓** |  | **A/I** |
| Ability to work autonomously, flexibly, within a changing environment, maintaining an overview, within tight and demanding deadlines. | **✓** |  | **A/I** |
| Ability to lead, motivate, influence and negotiate with team members and multi-agency partners and lead autonomously. | **✓** |  | **A/I** |
| Ability to analyse and interpret information for effective decision making. | **✓** |  | **A/I** |
| Ability to carry out research and evaluate research carried out by others. | **✓** |  | **A/I** |
| Computer literate to enable reports, presentations, spreadsheets, databases, and artwork to be produced. | **✓** |  | **A/I** |
| Ability to manage budgets and prepare bids for external funding. | **✓** |  | **A/I** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Master's level education in Public Health or related Public Health / Health Protection Field. | **✓** |  | **A/C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**