

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Public Health Lead	<b>Grade:</b> MG1
<b>Section:</b> Public Health	<b>Directorate:</b> Chief Executive's Group
<b>Responsible to following manager:</b> Consultant in Public Health	<b>Responsible for following staff:</b> Public Health Leads
<b>Post Number/s:</b>	<b>Last review date: April 2016</b>

#### 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

Autonomous lead responsibility for public health areas as allocated by the Head of Service, providing advice and support to officers and members, needs assessments and outcomes, systematic programme management, Council liaison with communities and partners and coordinating action across the whole system.

### Specific Duties and Responsibilities

- Take leadership responsibility for planning, organising, implementing and evaluating Public Health programmes relating to specific topic areas, including support for commissioning of services and pathways, in order to improve outcomes for residents.
- To effectively and efficiently manage a team of competent and multidisciplinary public health specialists and be expected to implement the Council's appraisal and performance related pay mechanism with regard to the different members of this team.

- Apply specialist Public Health skills, knowledge, experience and leadership as appropriate in a multiagency and multidisciplinary environment.
- Provide highly specialised healthcare advice and Public Health skills to support the Clinical Commissioning Groups (CCGs) 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.
- Lead on managing complex, multi-agency and multi-disciplinary partnerships with Council and CCG officers, Councillors, GPs, local stakeholders, neighbouring local authorities and regional and national bodies, such as NHS England and Public Health England.
- Lead the development of long-term strategic plans and projects on behalf of the boroughs in relation to highly complex Public Health issues which impact on a range of community agencies and strategic partnerships, and work with partners to enable appropriate implementation by use of leadership skills.
- Use specialist expert skills, knowledge and experience to collate, analyse, interpret and communicate highly complex 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 highly complex Public Health problems.
- Be accountable for identifying and assessing the health and healthcare needs within the boroughs, leading on specific Joint Strategic Needs Assessments topic areas, using a range of highly specialist quantitative and qualitative methodologies and assuring the quality of this work.
- 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.
- Create complex written reports and deliver presentations on behalf of the Public Health department to senior Council, CCG 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, GPs and local stakeholders, in consultation with the Consultant in Public Health.
- 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.

- 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.

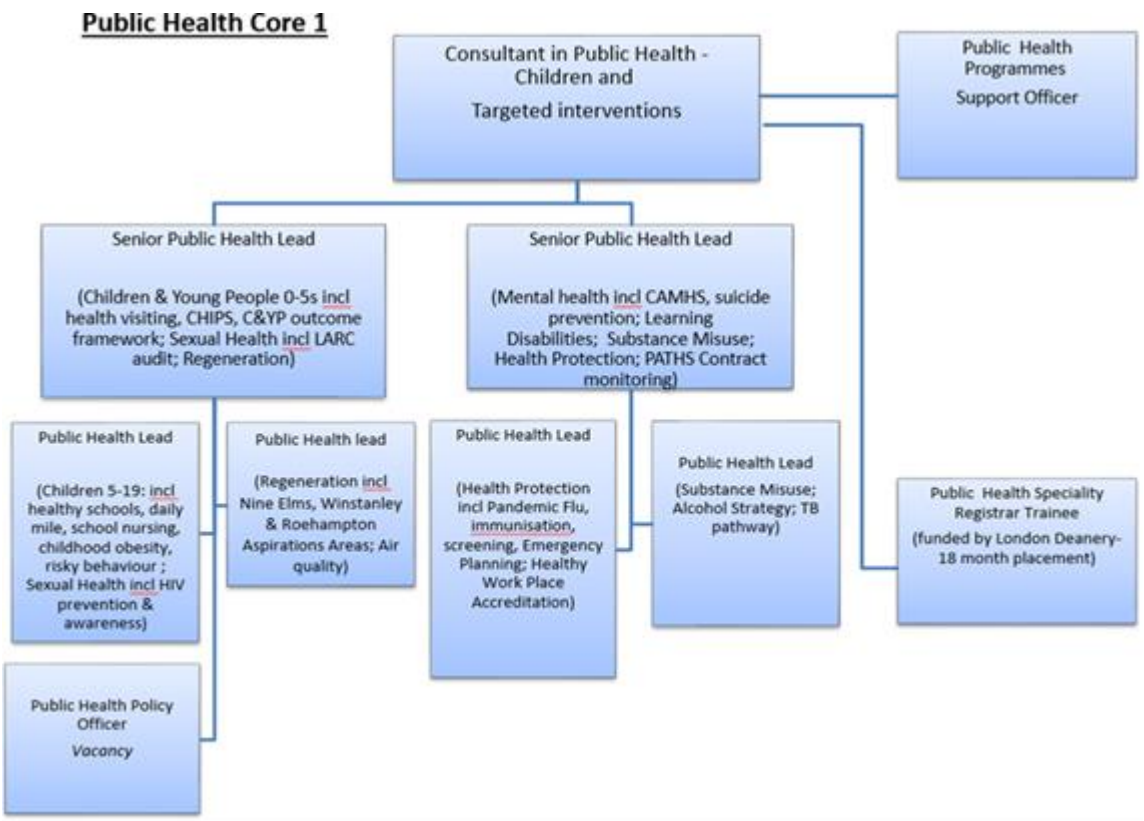
### **Generic Duties and Responsibilities**

- 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 protection and health and safety.
- 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.
- 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 role within the council.
- 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.

### **Additional Information**

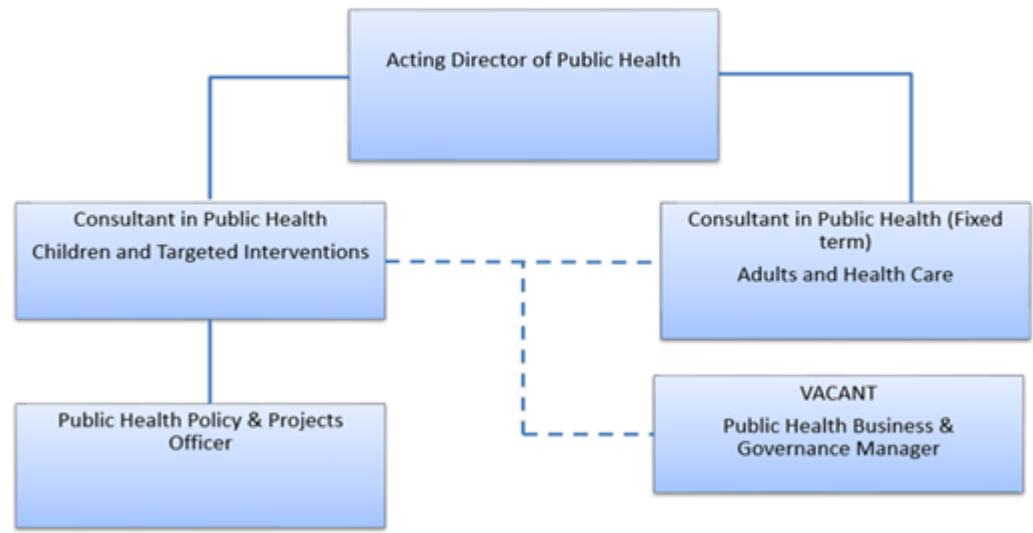
- Responsible for the management of member(s) of the Public Health team, as allocated to the post holder.
- Lead on budget management for specific topic areas.
- Deputise for the Consultant in Public Health as required.
- Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) in order to manage staffing teams across both sites.

Current team structure



Public Health Core Team

Director & Heads of Service



## Person Specification

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### Our Values and Behaviours<sup>1</sup>

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 –

- taking responsibility and being accountable for achieving the best possible outcomes – a 'can do' attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision
- taking a team approach that values collaboration and partnership working.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Highly developed specialist knowledge of Public Health 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
<b>Experience</b>	
Extensive experience as a senior Public Health / Health Promotion specialist, including experience at a management level.	A / I
Substantial experience in leading, developing, implementing and monitoring Public Health and related strategies.	A / I
Varied and broad experience of staff, budget, project and change management, and leading multi-agency partnerships.	A / I
<b>Skills</b>	

<sup>1</sup> These values and behaviours will be developed further as the SSA becomes established.

Be highly politically astute.	A/I
Excellent communication and interpersonal skills (oral, written, presentation, influencing and negotiation).	A / I / T
Ability to think strategically, creatively, analyse and communicate complex data, manage problems and develop solutions.	A / I / T
Able to develop, influence and implement local policies with a thorough understanding of local political challenges.	A / I
Ability to work autonomously, flexibly, within a changing environment, maintaining an overview, within tight and demanding deadlines.	A / I
Ability to lead and motivate, including team members.	A/I
Ability to lead without authority.	A/I
<b>Qualifications</b>	
A first degree or equivalent academic ability AND a Master's degree in Public Health / Health Promotion or a relevant subject.	A/C

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**