

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Infection Prevention and Control - Clinical Lead	Grade: MG1
Section: Public Health	Directorate: Adult Social Care and Public Health
Responsible to following manager: Consultant in Public Health	Responsible for following staff: Public Health Leads
Post Number/s:	Last review date: Feb 2020

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

Lead responsibility for Infection, Prevention and Control (IPC) and contribute to the delivery of key aspects of Health Protection. Strategic responsibility for the Infection, Prevention and Control domain of the Public Health Outcomes Framework. This would be achieved by taking the lead in ensuring there are clear and robust, health protection and infection prevention and control strategies, actions and protocols embedded across a range of organisations in order to protect the health of the population and local residents in Richmond and Wandsworth boroughs.

To contribute to the delivery of Richmond and Wandsworth's corporate priorities when operating as 'business as usual' and to contribute to the delivery of a pandemic response¹:

¹ SSA Staff Broadcasts (2020). Paul Martin April Broadcast. Available [here](#) [Last Accessed: 04/12/2020]

- To protect the health and wellbeing of Richmond and Wandsworth staff in light of any pandemic for example, COVID-19.
- To protect and shield communities in Richmond and Wandsworth from the impact of a pandemic for example, COVID-19, especially vulnerable adults and children.

Specific Duties and Responsibilities

All duties have been mapped against the Public Health Skills and Knowledge Framework (PHSKF)². Relevant descriptors are shown in brackets.

- 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 Infection, Prevention and Control actions required to implement new policies and plans within the legislative framework e.g. via designated projects within the organisation, including leading the review and updating of the borough Infectious Disease Plan and/or Local Outbreak Control Plan. 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 strategies and response for care homes, education, testing or any new areas agreed as the pandemic develops, or existing areas of work such as immunisations and communicable diseases and their related strategies, in accordance with need. (A2.3, B1.1)
- Take leadership responsibility for planning, clinical governance, organising, implementing and evaluating Infection, Prevention and Control programmes, strategies or policy, advocating public health principles and action accordingly with specific groups (and/or universal programmes) to specify and deliver outcomes, within budget and through managing change accordingly to protect and improve health and wellbeing. (A2.2, A2.3, B1.3, C3.2, C3.3)
- To establish processes and infrastructure to develop workforce capacity (paid and unpaid) to enable and support effective Infection, Prevention and Control responses in at-risk settings. This will include leading, clinical governance and

² <https://www.gov.uk/government/publications/public-health-skills-and-knowledge-framework-phskf/public-health-skills-and-knowledge-framework-august-2019-update>

advice, training and overseeing staff to deliver the council's response at scale during a pandemic . (C4.4)

- 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, Local Outbreak control planning 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 a pandemic situation for example, pandemic infection control and prevention and health protection; connecting communities to local resources and services. Leading and advising on clinical aspects of the health protection function. (A5.3, B2.5, B4.4)
- Lead the evaluation of the public health response to a pandemic or infectious disease outbreak for example, pandemic and develop and assist in the implementation of strategies that improve performance; applying clinical knowledge and expertise, 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 the wider infection prevention control officers and council partners to build alliances to deliver the devolved pandemic response across adult and children's services in Wandsworth Council and Achieving for Children. 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 Local Authority / PHE 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 workforce that adheres to ICP measures. (C4.5)
- Ensure that all stakeholders have clear access to specialist Infection, Prevention and Control advice. This includes ensuring the establishment of effective document control systems and Standard Operating Procedures (SOPs) for current and up-to-date Infection, Prevention and Control policies and guidance with particular focus on clinical aspects and governance. (A3.5)
- Develop and implement standards, protocols and procedures, incorporating national 'best practice' guidance into local delivery systems in relation to Infection, Prevention and Control. (A5.4)
- Identify, analyse, interpret and present highly complex Infection, Prevention and Control data in compliance with policy and procedure to produce intelligence and reports to inform decision making, planning, performance management and evaluation. Work with the Analytics team to ensure data needs for the health protection function are met adequately. (A1.6, A1.1, A1.2, A1.3 A1.5)
- Lead on the production of an Infection, Prevention and Control Annual Report and/or executive reports and plans as required 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 Infection, Prevention and Control response to appraise evidence, review and advise on communicable disease, including in a pandemic, related advice and guidance in-line with the Health and Safety Executive; building effective relationships with Regulatory Services Partnership (RSP), SL HPT, Schools, Care Homes, Acute and Community Trusts. (A4.1)
- Hold responsibility for any Public Health Outcome Frameworks, Adult Social Care Outcome Framework or National Health Service Outcome Frameworks related to infectious disease.
- Lead and /support, attend and manage Incident Management Meetings in partnership with the LCRC, 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, 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, CCG and 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 the Local Outbreak Control Group and 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 and be the key point of contact for risk settings to advise and interpret national guidance and / or local research and audits including patient and public participatory methods in relation to infection, prevention and control measures. (A4.3, B3.1)
- Facilitate dialogue with and influence groups or communities using a range of evidence based tools and technologies to improve infection, prevention control literacy and consult / listen to those likely to be affected by planned intervention or change, being the key point of contact for at-risk setting, interpreting relevant guidance, including clinical as appropriate. (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

- 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

- The post holder is accountable to the Director of Public Health and will deputise for / represent the Director of Public Health and/or public health consultant as appropriate in matters related to health protection or as requested.
- Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre). This post will be required to go into settings to develop effective relationships and is therefore not just office based.
- 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.
- Act with integrity, consistency and purpose, and actively continue own personal development (C1.1)

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.
- Maintain relevant professional registration and participate in a programme of CPD either voluntarily or as part of a professional registration.

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
Knowledge	
Highly developed specialist knowledge of Infection, Prevention and Control principles and practices, Public Health 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 Infection, Prevention and Control knowledge.	A/I
Understanding of social and political environment, including national and local policy, strategies and guidance in relation to Infection, Prevention and Control.	A/I
Experience	
The ability to demonstrate an advanced level of applied Infection, Prevention and Control knowledge and skills and experience	A / I
Experience with developing team workplans, prioritising team workloads and managing complex stakeholder expectations in relation to Infection, Prevention and Control and providing advice where required.	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, Infection, Prevention and Control, and related projects, programmes, strategies and/or interventions.	A / I
Experience with establishing Infection, Prevention and Control responses, processes and protocols.	A / I
Experience of managing projects, staff, budgets and leading multi-agency partnerships at pace in a clinical setting.	A / I
Experience with delivering, overseeing and quality assuring the delivery of guidance in relation to Infection, Prevention and Control.	A / I
Experience of managing risks, reporting and escalating as appropriate.	A / I
Skills	
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 / T
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	
Current and relevant clinical professional qualification such as NMC, RGN, NMN, RCN, pharmacological, microbiology or other relevant qualification, equivalent to Master's level.	A / C

A – Application form / CV

I – Interview

T – Test

C - Certificate