

Job Profile comprising Job Description and Person Specification

Job Description

Provisional Job Title: Public Health Officer, Healthy Schools	Grade: PO4
Section: Public Health	Directorate: DASS and PH
Responsible to following manager: Senior Public Health Lead	Responsible for following staff: N/A
Post Number/s:	Last Review Date: Jan 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:

To develop and manage the London Healthy Schools Award Programme across the boroughs of Richmond and Wandsworth. Enabling the effective delivery of the Healthy Schools Programme to young people in schools and higher education through developing effective relationships with multi-agency partners in school and community settings. The role will involve close working with schools, governors, policy leads, health providers and other partners. The post will sit within the Public Health Team but will involve working closely with the Education Division in Wandsworth and Achieving for Children in Richmond.

Specific Duties and Responsibilities¹:

- To establish and lead the London Healthy schools award programme at a local level in-line with locally agreed health and wellbeing priorities and in partnership with multi-agency and external partners (A2.3, C1.2, C3.3).
- To establish and manage multi-agency quality assurance partnerships in each borough with the primary responsibility of assessing and validating silver and gold award submissions (A5.5, B4.1, C1.3).
- Manage the programme schedule(s), resources, budget and scope, accommodating changes within a robust change control process; tracking and evaluating progress and regularly review quality assurance, risks, and opportunities, to realise benefits and outcomes (C3.3, C3.4)
- Promote London Healthy Schools Programme to schools and enable them to actively engage; identifying and maintaining a database of named school leads (A2.2, C3.2).
- To recruit new schools and quality assure and audit award submissions to the schools and establish local targets for the achievements of awards thereby assessing the impact and benefits of health strategy or policy on the public's health (A5.5, B1.2).
- Develop, lead and evaluate local healthy school networks and partnerships with school leads and the community and voluntary sector to progress award achievement and progression, share resources and good practice (A2.1, B1.4, B2.2, B2.3, C1.4).
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods (C2.2).
- Work with school leads to identify health need at school level using local and national data to identify commonality to progress priority areas (A1.5, C2.3).
- Develop and implement action plans with the school community to deliver priorities and outcomes identified within the healthy school's programme (B3.3)
- To develop and support the effective delivery of health promotion interventions for young people across the boroughs in school settings, including targeted groups of young people, connecting children and young people to services that promote their wellbeing (A2.4, B2.5).

¹ Each responsibility is mapped against the Public Health Skills and Knowledge Framework (PHSKF) shown in practice (See attached document).

- Assess and appraise and critique the evidence base through systematic methods to report and advise and ensure delivery of effective interventions at school level (A4.1,2,4).
- To periodically design and conduct qualitative and quantitative evaluation or research based on current best practice involving practitioners or CYP to inform delivery and priorities (A4.3)
- To be the named borough healthy schools lead and attend London Healthy school leads network meetings; appraising, advising and disseminating resources and good practice to multi-agency partners across the school community (A2.6, B1.1, C1.5).
- To identify training needs and priorities in schools and deliver and/or facilitate the delivery of training, support and advice to the school community, parents and young people in health-related areas. This will include reviewing curriculum content and evaluation, policy development and evaluation, incorporating best practice into local delivery systems (A2.5, A5.2, A5.4, C4.4, C4.5, C4.6).
- Manage a small associated budget for training / resource development / cross-borough events / award ceremonies; ensuring alignment and deployment of resources toward established goals and objectives (C4.2).
- To provide specialist guidance and support on children and adolescent health issues, curriculum, policy and programmes to local professionals in schools and non-school settings and disseminate good practice (A5.2, B2.4).
- Plan and deliver initial launch events and annual local healthy schools conferences as required to influence and co-ordinate other organisations to increase engagement with health and wellbeing programmes (B2.1).
- To support the delivery of effective RSHE (focusing on relationships and emotional elements), drug and substance misuse (including alcohol), mental health, obesity and smoking sessions in schools, and on occasions non-school settings to mitigate risks to the public's health (A3.5).
- To be involved in the development and delivery of local Adolescent Health campaigns and associated outreach activities; managing public perception and conveying key messages using a range of media processes, social marketing and promote the www.gettingiton.org.uk website to schools (C2.1, C2.4).
- Formulate, interpret and present progress, data and recommended annual targets in partnership with SPHL, PH DMT and School Improvement Teams (A1.2).
- Contribute proactively to Public Health Needs Assessments, Joint Strategic Need Assessment, Annual Public health Report and other policy and strategy documents as and when required (A1.1).

- Apply research techniques and principles to the evaluation of the local healthy school's programme to establish local evidence of effectiveness, monitor and report and progress and making recommendations for improvement (A4.6, B1.5)
- Engage stakeholders including the active participation of children and young people in local healthy schools' programmes to ensure interventions are accessible, equitable and person-centred (A5.3, B3.3, C2.5).

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond; operating within the decision making, administrative and reporting process that support political and democratic systems (B4.2).
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety (B4.2).
- 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 (B4.1)
- 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 (B4.4).
- To understand both Councils' and your own duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council (B4.5).
- 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 (B4.3).

Additional Information

- Post holder may be expected to work flexibly across two locations (Wandsworth Town Hall and Richmond Civic Centre) (C1.1).
- Maintain active commitment to continuing professional development with a view to undertaking public health practitioner registration with UKPHR if appropriate (C1.1).

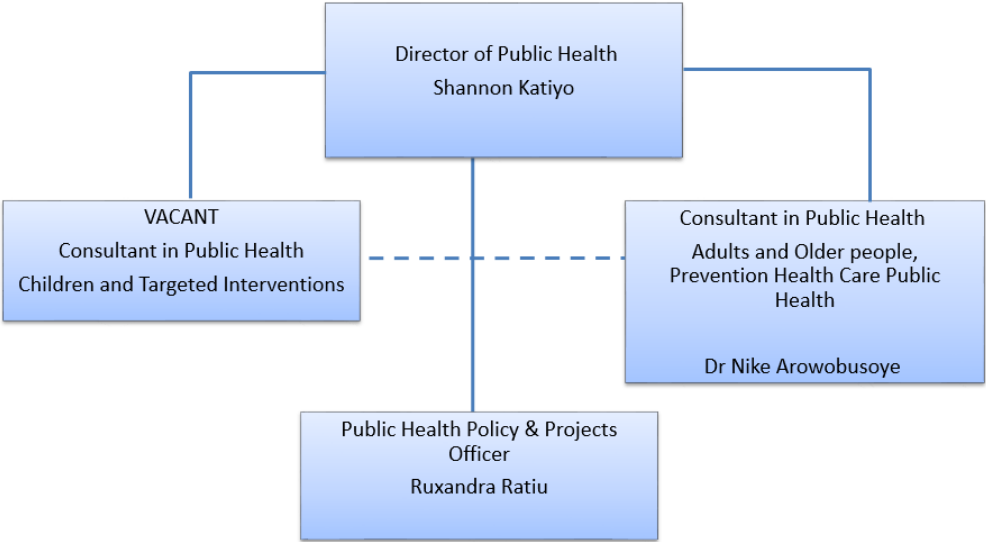


Current team structure

Official

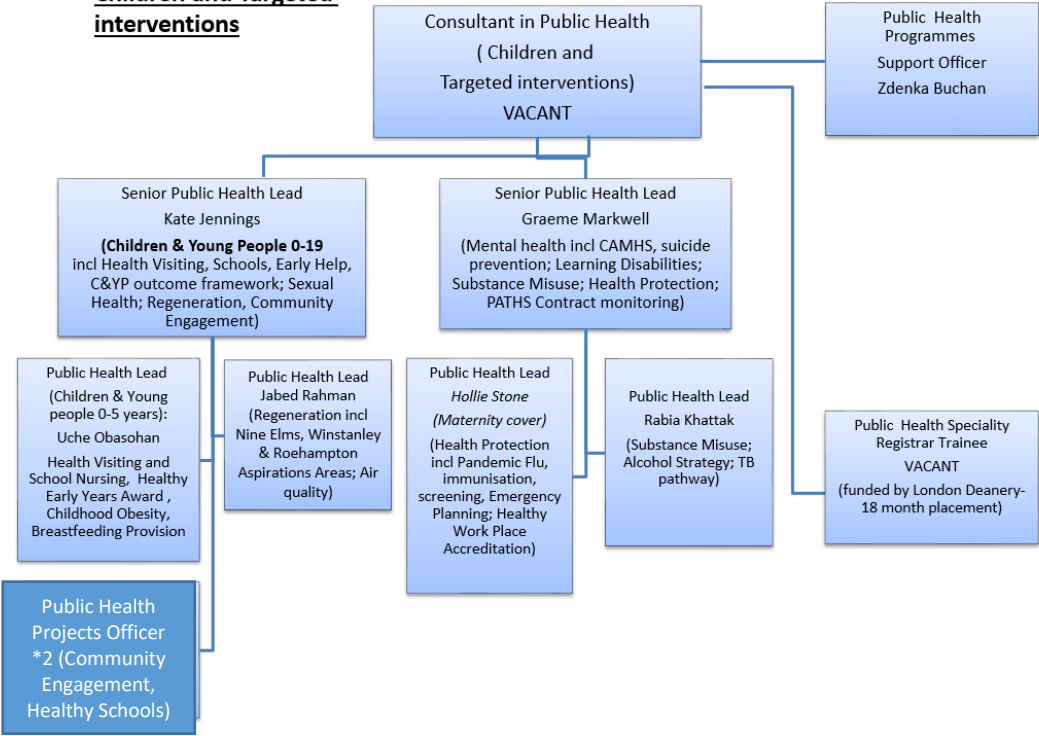
Public Health Core Team

Director & Heads of Service



Official

Children and Targeted interventions



Person Specification

Provisional Job Title: Public Health Officer, Healthy Schools	Grade: PO4: £38,757 to £46,962
Section: Public Health	Directorate: DASS and PH
Responsible to following manager: Senior Public Health Lead	Responsible for following staff: N/A
Post Number/s:	Last Review Date: Jan 2020

Our Values and Behaviours²

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

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Working knowledge and understanding of current health and wellbeing priorities and health and education initiatives for children and young people at a national and local level as they relate to health improvement in schools and tackling inequalities.	A/I/T
Knowledge and understanding of issues relating to children’s and young people’s public health including sexual health, mental health, obesity, drug and alcohol misuse, smoking and immunisations.	A/I

² These values and behaviours will be developed further as the SSA becomes established.

Experience	
Experience of working in or with schools, health services, local authority or voluntary organisations on issues related to improving the health of children and young people.	A/I
Experience or working within different infrastructures within the education sector, Local Authority, Health and CVS organisations.	A/I
Evidence of successfully developing, delivering and evaluating health related policies/strategies with a focus on schools within a local authority/health and/or community/voluntary sector context	A/I
Experience of working with external organisations (public sector, voluntary sector and private sector) implementing and co-ordinating projects to deliver improvements in the health of children and young people	A/I
Experience of planning and delivering training to different professional groups including teachers and other school staff and health professionals.	A/I
Skills	
Strong programme management skills; planning and supporting others to embed initiatives that address specific health and well-being objectives for children and young people.	A/I
Well-developed engaging relationship building skills to engage a wide range of audiences from heads of services to teaching and non-teaching staff and directly with children and young people.	A/I/T
Significant communications and influencing skills needed to engage external organisations and secure their commitment to public health objectives.	A/I
Ability to work with a range of partners across health and education settings using negotiation skills and public health intelligence and to agree and develop evidence-based and locally appropriate priorities.	A/I
Knowledge of communication and training techniques and the ability to design and deliver training events to a variety of audiences including teachers.	A/I
Ability to think strategically, creatively, analyse and communicate, manage problems and develop solutions	A/I
Effective communication skills - oral, presentational, written and producing reports and action plans	A/I

Good time management and prioritisation skills, demonstrated by the ability to use own initiative to manage a number of projects simultaneously, ensuring planning, organising and prioritising work load to meet project deadlines	A/I
Ability to create complex, high quality written material, including statistical tables and epidemiology for a wide readership	A/I
Ability to carry out research and evaluate research carried out by others	A/I
Data collection, collation and presentation skills to enable effective project management with ability to analyse and interpret information for effective decision making	A/I
Word processing, Excel and/or database skills	A/I
Self-motivated, organising own workload effectively and efficiently, working on own initiative and as part of a team to deliver a quality service to tight deadlines with minimal supervision	A/I
Qualifications	
A degree or equivalent relevant professional qualification which demonstrates an understanding of public health young people, e.g. teaching, health promotion, nursing.	A/C

A – Application form

I – Interview

T – Test

C - Certificate