Job Description

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| **Job Title:** | Consultant in Public Health / Public Health Policy and Strategy Lead |
| **Team/Service:** | Public Health |
| **Business Unit:** | Joint Commissioning team |
| **Commissioning Area** |  |
| **Responsible To: *(day to day issues)*** | Director of Public Health |
| **Accountable To: *(line manager)*** | Director of Public Health |
| **Salary Grade: *(Spinal column points only)*** |  |

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| 1. **Key Purpose of Job**    1. The post holder will lead the Public Health Policy and Strategy function within the Public Health team. This function will provide strategic and technical leadership within the Public Health team, but will be primarily outward facing to support the wider Council, the Health and Wellbeing Board (HWB) and the Partnership and integration agenda .    2. The post holder will report directly to the Director of Public Health (DPH) and will be expected to deputise as an associate director. The post holder will support the DPH in discharging the public health function as currently described. As such, he/she will need to be flexible in the work they undertake across the general responsibilities and core competencies described below. At any one time, specific defined areas of responsibility will be agreed with the DPH and form part of the post holder’s job plan/objectives. |

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| 1. **Anticipated Outcomes of Post**    1. The post holder will be expected to influence the Council and partner action across the wider determinants to improve and protect health. They will provide strategic direction on policy, statistical intelligence and evidence of research and best practice.    2. The transfer of Public Health responsibilities to the Council and the development of the CCG provide a significant opportunity to transform and co-ordinate partnership action to prevent ill health, develop early intervention and reduce inequalities. The Mayor’s focus with regard to the economy and the development of voluntary sector capacity alongside community leadership also provide an opportunity for Torbay to attract additional funding to improve health and wellbeing. The post holder will be instrumental in developing a co-ordinated and evidence-based approach across partners.    3. For Torbay Council, the post holder will specifically influence the work of the Health and Wellbeing Board to identify and address priorities. Working with Councillors, officers and partner agencies, he/she will develop policy to improve the health of the population of Torbay by highlighting inequalities across the wider determinants and formulating evidence-based strategy to address these.    4. For the South Devon and Torbay CCG, the post holder will provide the main leadership for the core offer from Public Health, co-ordinating the support from the wider team. He/she will provide public health evidence and statistical analysis to influence commissioning by the CCG. He/she will represent Public Health by membership at CCG committees and working groups. |

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| 1. **List Key Duties and accountabilities of the post**   The post holder will be expected to work with colleagues collaboratively across Devon to deliver the Public Health core offer to both of the Devon CCGs.   * 1. The post holder will be expected to support the wider Public Health team during significant health protection outbreaks. He/she may be required to contribute to the on-call rota for health protection, dependent on qualifications and the requirements of Public Health England.   2. The post holder will be expected to lead on the development of new programmes as they arise, such as the expansion of the Health Checks programme.   3. The post holder will work directly to the Director of Public Health to: * Provide public health leadership and support to Torbay Council, South Devon and Torbay CCG and partner agencies. * Contribute to the development of integrated partnership strategies, working closely with the CCGs in Devon and other agencies. * Take responsibility for developing local policies, inter-agency and interdisciplinary plans and programmes to deliver key public health targets. * Provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for planning and developing high quality equitable services across primary, secondary and social care, and across partners including voluntary organisations. * Develop and utilise information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data. * Actively work to reduce inequalities. * Develop partnerships and influence all agencies to ensure the widest possible participation in improving health. * Provide public health advice and expertise. * Ensure that relevant local experience and expertise supports or drives national developments and vice versa. * Contribute to the training programmes for Specialist Registrars and Public Health Specialist Trainees in Public Health.   A detailed work plan will be drawn up with the Director of Public Health, incorporating the key tasks outlined in this Job Description.   * 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 whom he/she is responsible. * Contribute actively to the training programme for Foundation Year Doctors/SHOs/Specialist Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality. The post holder would be expected to act as an Educational Supervisor when appropriate. * Pursue a programme of CPD/CME in accordance with Faculty of Public Health requirements or other recognised body, and undertake re-validation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register, as appropriate.   1. ***Surveillance and assessment of the population’s health and wellbeing*** * To design, develop and utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations. * To receive, interpret, provide, and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, Local Authority and voluntary organisations. * To write and/or contribute to national and local policy setting reports on the health of the population. * To lead and co-ordinate the regular assessment of local population health needs to identify health, social care and wellbeing needs, the potential for health gain, service provision and priorities. The post holder will have a specific focus on the locality area and specific expert topic areas. * To draft, edit or prepare material for reports, particularly the annual DPH report.   1. ***Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services*** * To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for planning and to develop high quality equitable services across primary, secondary and social care, and across sectors including local authorities, voluntary organisations, etc. in potentially contentious and hostile environments where barriers to acceptance may exist. * To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries. * To be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population. * To contribute to tackling inequalities in health and social care service provision and access to good quality services by addressing deficits in care pathways, current delivery and service capacity (and service specifications) and through advising on health needs assessments, equity audits and evaluative research, etc.   1. ***Policy and strategy development and implementation*** * To lead on behalf of the Public Health on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, to deliver key public health targets. * To act in an expert advisory capacity on public health knowledge, standards and practice across the spectrum of public health. * To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.   1. ***Leadership and collaborative working for health*** * To provide public health leadership in developing inter-agency and interdisciplinary short- and long-term strategic plans for securing health improvement, both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors and by taking lead responsibility with a defined local authority. This requires the ability to work cross-directorate and across other agencies and voluntary organisations. * To provide public health leadership to the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider public health government targets. * To influence external agencies in their public health policy decisions, specifically those that will have an impact on wider determinants of health, by working with professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.   1. ***Health improvement*** * To provide the public health input to the development, implementation and evaluation of local integrated partnership plans. * To advise on evidence-based practice and help build local capacity and skills for action to promote health and wellbeing and prevent ill health, taking into account the wider determinants of health. * To be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas. This may include engagement with primary care professionals and community staff to raise awareness and achieve engagement in their public health role. * To take a leadership role in specified areas with local communities and vulnerable and hard-to-reach groups, helping them to address longstanding and widening health inequality issues, using community development approaches as appropriate. * To provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation, including planning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.   1. ***Health protection*** * Working with Public Health England, NHS information services and other bodies, to secure appropriate population-based risk assessments of environmental health hazards and community concerns, communicable disease, infection control and including delivery of immunisation targets. * Working with Public Health England, to ensure that services are mobilised to provide incident investigations and control and to respond to issues of health-related public concerns. * To take part in local and national arrangements and contribute to the on-call rota for the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in Public Health England and local health protection agreements. * To communicate effectively and diplomatically, as part of the overall public health response, with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.   1. ***Service quality and improvement*** * To provide public health support in the development of clinical governance programmes (including implementation of NICE/NSF/AWMSG and other standards) to improve the quality and consistency of health care. * To provide input in the development and performance management of health and social care services, clinical and other networks (including those which span organisational boundaries, both locally and nationally) within the agreed area of expertise. * To provide expert advice to support evidence-based planning and prioritisation of population-based services and programmes in order to maximise quality and opportunities for health improvement.   1. ***Public health intelligence*** * To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision-making which has long-term impacts. * To compare, analyse and interpret highly complex options for running projects identified as key public health priorities and communicate this information across organisations and the local community. * To lead on, plan and design agreed aspects of the assessment of health needs, health inequalities and health impact assessment to identify areas for action within the local population based on the best available evidence and to be responsible for short- and long-term planning and for providing advice on the treatment of groups of populations.   1. ***Research and development*** * To undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service and reduce health inequalities. * To develop links with academic centres as appropriate and the Public Health England Observatory to ensure the work of the local team is based on a sound research and evidence base. * To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local community, including the local authority and the voluntary sectors, by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health. |

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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**    1. A high level of intellectual rigour, negotiation and motivation skills and flexibility is required to deal with complex public health issues, to advise and make recommendations regarding services and patient care.    2. A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority. |

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| 1. **Budgetary / Financial Responsibilities of the post**   The post holder will line manage the contracts and commissioning manager so have oversight of all budgets and support the DPH in this responsibility |

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| 1. **Supervision / Line Management Responsibilities of the post)**    1. The post holder will manage staff (including trainees), including full line management duties, recruitment, appraisals, disciplinary and grievance responsibilities, etc.    2. The post holder will supervise and manage Specialist Registrars and Public Health Specialist Trainees as required. |

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| 1. **Working Environment & Conditions of the post**    1. The post holder will take part in on-call arrangements for communicable disease control / health protection as agreed with Public Health England.    2. The post-holder will be expected to work flexible and be prepared tp work out of different office bases according to need to reflect partnership working |

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| 1. **Physical Demands of the post**   The Post is office based but will require occasional travel but mostly within Devon |

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| 1. **Specific Resources used by the post**   There are no specific resources used by the post |

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| 1. **Key Contacts and Relationships**    1. **External; Devon and Plymouth Public Health teams, Strategic commissioning team within the Devon accountable Care System, Local Care Partnership and CCG.**    2. **Internal; Joint Commissioning team, Community safety and Senior Leadership team** |

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| 1. **Other Duties**   To undertake additional duties as required, commensurate with the level of the job.  This job description will be subject to review in consultation with the post holder and in the light of the needs of the organisation and the development of the speciality of public health and any wider developments in the field of public health. This is a new post and it is likely that the post will evolve over time. The duties outlined for this post will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder.  Medically qualified members of the Public Health team are expected to play certain roles in medical leadership, in relationships with the medical profession and in bringing a medical perspective to public health advice. A medically qualified holder of this post would be expected to share these roles with other medically qualified members of the wider team arrangements across Devon. |

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| Other InformationAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice.  1. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement. 2. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures. 3. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role. 4. This post is based at [insert a location] but the post holder may be required to move their base to any other location within the Council at a future date.   f) You will be asked to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions   1. Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. 2. As this post requires access to the Public Services Network (PSN) or data all applicants who are offered employment will be subject to a DBS check. |

**Person Specification**

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| **Note for Candidate**  **All Candidates**  The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.    In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria. Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role. |

**Person Specification**

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| **Job Title:** | **Consultant in Public Health / Public Health Policy and Strategy Lead** | **Business Unit:** | Public Health | **Team/**  **Service:** | **Public Health** |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Strong commitment to public health principles. 2. Able to prioritise work and to work well against a background of change and uncertainty. 3. Adaptable to situations, able to handle people of all capabilities and attitudes. 4. Commitment to team-working and respect and consideration for the skills of others. 5. Self-motivated, proactive and innovative. 6. High standards of professional probity. 7. Strategic thinker with proven leadership skills. 8. Excellent oral and written communication skills (including dealing with the media). 9. Effective interpersonal, motivational and influencing skills. 10. Ability to respond appropriately in unplanned and unforeseen circumstances. 11. Good presentational skills (oral and written). 12. Sensible negotiator with practical expectation of what can be achieved. 13. Substantially numerate, with highly developed analytical skills using qualitative and quantitative data. 14. Computer literate. Ability to work with excell, word and equivalent IT systems 15. Ability to design, develop, interpret, and implement policies. 16. Ability to concentrate for long periods (e.g. analyses, media presentations). 17. Resource management skills. 18. Project management skills |  |

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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics, and health care evaluation. 2. Understanding of NHS and local government cultures, structures and policies. 3. Knowledge of methods of developing clinical quality assurance, quality improvement and evidence-based clinical and/or public health practice. 4. Understanding of social and political environment. 5. Understanding of interfaces between health and social care. |  |

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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Project management skills. 2. Staff management and training. 3. Practical experience in facilitating change. 4. Budget management skills. | 1. Training and mentoring skills. 2. Academic experience; Scientific publications, presentation of papers at conferences, seminars, etc. |

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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists 2. If included in the GMC Specialist Register/GDC Specialist List in a speciality other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice. 3. Public health speciality registrar applicants who are not yet on the GMC Specialist Register/GDC Speciality List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview. All other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers. 4. Applicants must meet minimum CPD requirements (i.e. be up-to-date) in accordance with Faculty of Public Health requirements or other recognised body. | 1. MFPH by examination, by exemption or by assessment. |

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| Essential – Other requirements of the job role  * Ability to travel efficiently around the Bay/South West/ in order to carry out duties * Ability to accommodate unsociable hours * Ability to provide resilience in any Health Protection related incident |