# Job description

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| Job title  | Public Health Practitioner |
| Strategic team | Public Health |
| Service  | Public Health |
| Business unit | Public Health |
| Responsible to (day to day issues) | Public Health Specialist |
| Accountable to (line manager)  | Public Health Specialist |
| Salary grade (spinal column points only) | Grade I  |
| JE ref | JCT83a |

# 1. Key purpose of job

* 1. To undertake a variety of tasks throughout the whole of the Public Health department to contribute to improving the health and wellbeing of Torbay residents using public health knowledge and expertise. In accordance with the postholder’s Public Health portfolio responsibilities, the postholder is expected to undertake several of the following:
* Support the development of Public Health Programmes and any commissioning intentions for portfolio area, designing services and interventions based on evidence of effectiveness, population health need and securing improved public health outcomes for the population of Torbay.
	+ Within specific work programmes, to be a source of specialist advice on public health, leading on procurements and commissioning contributing to the health of individuals and communities.
	+ Support any work under the core offer as required by Public Health to fulfil the Core Offer responsibility (this may include health needs assessments, health impact assessments and health equity audits).
* Provide advice in areas of their portfolio to assist the design, conduct, analysis and dissemination of surveys and research projects.
* Contribute to development of the area of health improvement with a focus on behavioural change, social marketing, and place-based public health.
* Support the monitoring and appropriate system assurance of routine and ad-hoc health protection surveillance/screening for communicable and non-communicable disease and environmental hazard programmes relevant to their portfolio in Torbay.
* Contribute to the Local Authority response during health protection incidents in line with Council, incident management and LRF protocols and directives.
	1. Delivering programmes in areas of higher health need to address health inequalities using a range of approaches, including developing partnerships with commercial and voluntary sectors.
	2. Using research evidence including evidence of effectiveness of health promotion interventions to keep up to date in specialist area, undertaking needs assessment for specific initiatives and interpreting data to make informed decisions to inform future plans.
	3. Working with the community and other key stakeholders to develop appropriate services, protocols, and pathways.

# 2. Anticipated outcomes of post

2.1 Improved public health outcomes for Torbay’s residents.

2.2 To co-ordinate and deliver specific initiatives and programmes and where appropriate provide expert advice and information to a team or service area.

2.3 Organisation and delivery of service design and redesign, including the procurement of services.

2.4 Organisation and delivery of national and local campaigns.

2.5 Piloting innovative and create approaches to work.

# 3. List key duties and accountabilities of the post

3.1 To advise and contribute on the development and implementation of specialist local public health programmes.

3.2 Develop, manage, maintain, and review public health information and support structures.

3.3 Facilitate multi-agency public health group work.

3.4 To lead and contribute on the production of health needs assessment.

3.5 Contribute to the public health ‘core offer’ to NHS Devon Integrated Care Organisation (ICS) to improve health outcomes and reduce inequalities.

3.6 Provide specialist advice, information, and training to a range of internal colleagues, departments, and partner organisations.

3.7 To lead and provide support to other Public Health Programme Leads in developing and reviewing service strategies.

3.8 Co-ordinate and deliver projects, programmes, and initiatives in a specialist service area, working in partnership with internal and external agencies.

3.9 To lead on, and participate in, project teams so that portfolio objectives are achieved.

3.10 To monitor and report on service standards to ensure that local delivery is aligned to best practice and wider council strategies. This will ensure that service quality is maximised.

3.11 Contribute to the identification of issues and problems to support decision making by providing specialist advice and recommendations in the form of presentations, reports, briefings, and consultations.

3.12 Manage projects and contracts within a specialist area to ensure successful delivery on time, to budget requirements and within objectives, making sure that formal procedures are adhered to.

3.13 Liaise with key contacts e.g., internal colleagues and external partners, to regularly communicate issues and ensure they are appropriately represented and reported. Build good working relationships with internal and external contacts and represent the Council at partnership meetings and events.

3.14 Monitor, influence and if relevant, manage allocated budgets within financial regulations. Ensuring maximum value is delivered.

3.15 Contribute to partnership plans and ensure these integrate with wider Council plans.

3.16 Participate in training to a range of staff and community groups.

3.17 Contribute to and link with relevant public health networks.

3.18 Contribute to aspects of the delivery of the local authority statutory public health responsibilities. This will include working with a wide range of people, associations and organisations that interact and impact on the health and wellbeing of the people, families, and communities of Torbay.

3.19 Ensuring that senior officers across the partnership are kept informed of all developments requiring their decision and reporting, whenever necessary.

3.20 To promote the council’s policy of customer care and equality through the provision of a fair and efficient service

# 4. Budgetary/Financial Responsibilities of the post

4.1 The post holder will make daily decisions relating to project expenditure.

# 5. Supervision/Line Management Responsibilities of the post

5.1 None

# 6. Working environment and conditions of the post

6.1 Office working environment and conditions.

# 7. Physical demands of the post

7.1 Normal physical effort.

7.2 Office based but post holder will be required to drive to venues for meetings.

# 8. Specific resources used by the post

8.1 Personal computer and other office equipment.

# 9. Key contacts and relationships

**External**

9.1 NHS Devon Integrated Care System

9.2 Torbay and South Devon NHS Foundation Trust

9.3 UK Health Security Agency

9.4 Office of Health Improvement and Disparities

9.5 Devon County Council

9.6 Plymouth City Council

9.7 NHS England

9.8 Service user and carer representatives

9.9 Voluntary sector organisations

9.10 Commissioned provider services and organisations

9.11 Devon and Cornwall Constabulary

9.12 Devon and Cornwall Probation

9.13 Other organisations

**Internal**

9.13 Staff at all levels across Torbay Council

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* 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.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* This post is based at **Tor Hill House** but the post holder may be required to move their base to any other location within the Council at a future date.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* 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.
* 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.
* As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

# Person Specification

## 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 disability

Reasonable 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.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Application of evidence-based public health.
2. Appraise published evidence and the identification of implications for own area of work.
3. Analysis and interpretation of health data & information.
4. Able to work with a range of external partners to develop and harness relationships to improve public health outcomes.
5. Effective negotiating and facilitation skills.
6. Effective presentation skills including the ability to present complex issues with clarity to meet the needs of the target audience.
7. Ability to communicate effectively with a range of different people using different methods.
8. Able to work across organisational and professional boundaries to achieve results.
9. Able to plan and manage projects within a changing environment.
10. Organisational skills - including the ability to prioritise workloads within timescales and meet deadlines- to operate effectively across complex work cultures and environments.
11. Proficiency in the use of desktop applications (Microsoft Office) MS Word, Excel, Access, PowerPoint.
12. Proficient keyboard skills for quick, accurate and efficient production of necessary documents, including emails and reports.
13. Flexible approach to a range of work.

### Desirable skills and effectiveness

1. Experience of commissioning and/or procurement of services.
2. Experience of using Microsoft Teams, Project and Visio.
3. Participating in a social marketing programme.
4. Working with the media.

## Knowledge

### Essential knowledge

1. Knowledge of the public health agenda, the wider determinants of health and / or knowledge of health protection principles.
2. Knowledge of the main terms and concepts used in epidemiology.
3. Understand the health needs of the population and how to ensure programmes are evidenced based to best meet local need.
4. Understand the complexities of working with a wide range of commissioners and service providers.
5. Awareness of the commissioning cycle.

### Desirable knowledge

1. Knowledge of Health Protection practices and procedures.
2. Understanding of local authority processes and systems.
3. Knowledge of local area.
4. Understanding of local public health networks.
5. Working knowledge of the commission cycle .
6. Understanding of social marketing principles.

## Experience and achievements

### Essential experience and achievements

1. Proven experience in the development and delivery of health improvement and/or health protection initiatives.
2. Working in partnerships across a range of seniority levels.
3. Evaluation of public health initiatives and programmes.
4. Partnership working and working with a wide range of agencies, organisations, third sector groups, private etc.
5. Experience of dealing and engaging with a wide range of people including the general public in particular with marginalised members of the community and those from hard-to-reach groups. Experience in preparing clear and concise reports and presentations.
6. Experience of problem solving, being innovative and creative in terms of designing and implementing solutions.
7. Positive track record of motivating, persuading and influencing colleagues and other stakeholders.
8. Experience of working with people including organising and facilitating training, individually and in groups.

### Desirable experience and achievements

1. Experience of commissioning and procurement.
2. Budget management.
3. Organising and providing training programmes.
4. Experience of working with community groups to empower them to make decisions and take action in their neighbourhoods.
5. Working with elective members of local government.
6. Experience of project management, including budgeting, needs assessment, monitoring, and evaluation.
7. Experience of health protection.

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. A relevant degree or professional qualification, or equivalent specialist qualification.

### Desirable qualifications/professional memberships

1. Prince2 qualification or equivalent.

## Essential – Other requirements of the job role

1. Ability to travel efficiently around the Bay/South West/UK in order to carry out duties.
2. Ability to accommodate occasional/permanent home-working.

Appendix 1: Organisational Chart