Job Profile

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| Position Details |
| Post | Public Health Strategist and Improvement Lead |
| Service Area | Chief Executive, Public Health, ADPH London |
| Reports to | Programme Manager |
| Grade | PO6 |
| Job Family | To be completed by HR |

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| Role Purpose |
| 1. To support the development and delivery of collaborative public health projects between London boroughs, utilising professional public health skills and knowledge
2. To support, challenge and shape the collaborative improvement agenda for London DsPH, drawing on learning from public health and wider local government improvement agenda, locally, regionally and nationally
3. To manage a range of cross-borough support and improvement work, concurrently
4. To ensure widespread engagement from boroughs and their partners across London, in order to develop buy-in and ownership.
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| Main Responsibilities |
| **Service improvement**1. To support and influence the improvement agenda for London DsPH, drawing on knowledge of local, regional, and national public health and/or local government
2. To develop and maintain a working knowledge of best practice across the spectrum of local government public health responsibilities, both in London and across the UK
3. To maintain a working knowledge of public health outcomes and performance in London boroughs using a range of sources
4. Working with DsPH, to identify priority areas for review and improvement, using agreed prioritisation methods
5. To undertake robust analyses of data (financial, qualitative, quantitative) to identify performance issues, data challenges, strengths and weaknesses, ideas and requirements for improvement.
6. To create and develop bespoke self-assessment and peer-review tools, guidance, training and supporting materials, which provide local authorities with a robust evidence base to assess performance against key priorities and public health outcomes
7. To organise and manage the business of any task and finish groups, review panels and/or improvement workshops, coordinating and monitoring actions to drive improvements in public health outcomes.
8. With DsPH and Assistant Directors, to facilitate meetings and workshops to challenge performance, and to champion change and improvement by identifying and sharing good and innovative practice
9. With lead DsPH for sector led improvement, to identify and broker a package of support for any London borough identified in need of additional support.
10. To support the continued development of the ADPH London ways of working, including for sector led improvement and partnership initiatives. This may involve leading on the regular review and evaluation of methodologies or approaches, or where necessary commissioning independent research and/or evaluation expertise.

**Public health policy, performance and strategy** 1. To be the lead public health support to the delivery of identified key projects and strategic initiatives on behalf of the DsPH. Credibility will be important.
2. To contribute public health expertise to the development, and implementation of specific projects within the ADPH London work programme. For example, undertaking or commissioning Public Health analysis or literature reviews.
3. To assess future policy and legislative developments, providing advice on the implications for London Directors of Public Health including working through implementation arrangements.
4. To support and influence the coordination of public health policy, strategy and research at a London regional level, as directed by DsPH
5. To identify and commission external work where required and agreed, to support project outcomes

**Project management**1. To manage a selected number of projects and pieces of work within the ADPH London programme simultaneously, ensuring planning, organising and prioritising workload to meet project deadlines.
2. Ensure appropriate governance arrangements are in place for all projects, to ensure quality and safety and best value. To include clinical governance considerations where required.
3. To apply project management tools, methodologies and best practice to ensure that high standards are achieved across all areas of work, deadlines are met and desired outcomes achieved.
4. To keep project information up to date, e.g. project plans, schedules, budget, risks and issues logs, communications plans
5. To report project status, risks and issues in accordance with agreed reporting schedules.
6. To work with other leads and partner agencies to co-ordinate planning and action on cross-cutting work.

**Communication and partnership working** 1. To engage and liaise with Directors of Public Health, their leadership teams and other senior colleagues from across the London region to ensure widespread engagement in the programme
2. To identify and engage with project participants; to facilitate the development of teams to deliver projects where appropriate; and to shape proposals to deliver the outcomes required.
3. To prepare and present updates on the programme activity and to ensure wide-scale buy in, from a range of senior stakeholder groups
4. To present high quality reports in a variety of written, verbal and presentational formats designed to meet a range of purposes and accessible to a variety of audiences including clinicians and elected Members
5. To develop communities of interest, and ensure information is disseminated effectively and actively used by London public health teams.
6. To ensure that key strategic partners are effectively engaged in and contribute to projects.
7. To develop effective working relationships with London Councils, Public Health England (London), NHSE (London), London CCGS, ADPH UK and other strategic partners and networks.
8. To represent ADPH London and contribute to national programmes as appropriate
9. Any other duties associated with the core purpose of the role
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| Generic Responsibilities |
| 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council’s Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.
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|  | **Knowledge, Qualifications, Skills and Experience** | **Essential or****Desirable** |
|  | **Qualifications** |  |
| Q1 | High level qualification in Public Health or equivalent experience | Essential |
| Q2 | Relevant project management qualification/accreditation  | Desirable |
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|  | **Experience** |  |
| E1 | Experience (≥ 3 years) of working within an NHS, local authority or other relevant setting in a public health role | Essential |
| E2 | Experience of conducting health needs assessment through the collation, analysis and interpretation of key public health data, information and evidence | Essential |
| E3 | Experience of undertaking evaluations to effectively measure the outcome and benefit of public health interventions  | Essential |
| E4 | Experience of using project management skills to take a piece of work through the project management cycle from a vision to an outcome | Essential |
| E5 | Experience of working independently with limited supervision | Essential |
| E6 | Experience in managing internal and external stakeholders at senior levels and facilitating/leading meetings. | Essential |
| E7 | Experience of using evidence and intelligence to identify, propose and implement service improvements and/or financial efficiencies  | Essential |
| E8 | Experience of change management and/or working with groups to facilitate buy-in and ownership  | Desirable |
| E9 | Experience of strong relationship building and influencing with senior stakeholders.  | Desirable |
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|  | **Knowledge, skills and ability** |  |
| K1 | Knowledge of best practice public health in local contexts | Essential |
| K2 | Knowledge of the public health system in London | Desirable |
| K3 | Awareness of the political, economic, financial and organisational complexities of local government and the NHS | Essential |
| K4 | Knowledge of the local government improvement agenda including council performance management functions and improvement methodologies | Desirable |
| K5 | Understanding of the commissioning process, demonstrated by an ability to describe the complexities of the commissioning cycle and public health’s role within this  | Essential |
| S1 | Ability to quickly assimilate a wide range of information | Essential |
| S2 | Ability to undertake robust and accurate quantitative analysis, to analyse the results and to use the findings to develop coherent arguments and proposals | Essential |
| S3 | Ability to think independently and creatively. Able to argue for solutions on the basis of evidence and to scrutinise and challenge accepted ideas | Essential |
| S4 | Ability to provide and receive highly complex, sensitive, or contentious information, and manage difficult conversations with tact, diplomacy and political awareness | Essential |
| S5 | High standard of communication skills, demonstrated by the ability to present complex oral and written information, in a variety of formats to a variety of audiences  | Essential |
| S6 | High standard of report writing skills, demonstrated by the ability to write and contribute to reports of varying length and complexity, for a variety of audiences, in a format where implications of the report are fully understood and inform strategic decision making. | Essential |
| S7 | Ability to work in partnership with other organisations and develop trusting relationships, consolidating different perspectives, identifying areas of mutual interest and agreeing joint objectives | Essential |
| S8 | Excellent 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 and deliver agreed objectives within budget | Essential |
| S9 | Ability to anticipate barriers to delivery and identify innovative ways for overcoming these | Essential |
| S10 | Ability to work in an uncertain and evolving environment | Essential |
| S11 | Strong IT skills (excel, word, powerpoint, outlook) | Essential |
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|  | **Other** |  |
| O1 | Commitment to excellent public services | Essential |
| O2 | A ‘can do’ attitude focused on solutions | Essential |
| O3 | Demonstrates honesty and integrity and promotes organisational values | Essential |

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| Main Contacts & Other Information |
| Main Contacts:* Directors of Public Health from all London Local Authorities
* ADPH London Programme Team
* London Councils
* Public Health England (London)
* NHS England London
* ADPH UK
* Staff working across other ADPH regions

Other Information:**Location**: This position is based across Haringey Council offices (Wood Green) and London Councils (London Bridge), with occasional working across London boroughs.  |

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| Organisational Structure |
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Additional Information

Please complete the additional information as fully as you can.

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| Supervision / Management of People |
| Please indicate which group best describes the total number of staff the post holder is responsible for: |
| None | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| x |  |  |  |  |
| Are the staff based at the same work location? | n/a |
| Will the post holder be responsible for contract / agency / project staff? | Yes |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

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| Work Environment |
| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
| Office duties. | No |  | Use of a computer. | Yes | 90% |
| Audio typing. | No |  | Crisis or conflict situations. | No |  |
| Walking more than a mile. | No |  | Manual handling. | No |  |
| Working alone or in isolation. | No |  | Working in confined spaces. | No |  |
| Driving a car, van or minibus. | No |  | Preparing or serving food. | No |  |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B. | No |  | Working in awkward positions, e.g. stooping, bending, reaching. | No |  |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | No |  | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | No |  |
| Regular and repetitive movements. | Yes | 90% | Working shifts / unsocial hours, nights. | No |  |
| Outdoor work involving uneven surfaces. | No |  | Standing or sitting for prolonged periods. | Yes | 90% |

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| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
| Working shifts / unsocial hours / nights. | No |  | Working at heights / on ladders, roof work. | No |  |
| Teaching, or responsibility for, children. | No |  | Outdoor work involving extremes of temperature. | No |  |
| Electrical hazards. | No |  | Control and restraint. | No |  |

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| Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients: |
| No |
| Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability: |
| N/a |
| Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability: |
| Council assigned IT equipment including laptop |
| Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability: |
| No |
| Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council’s operations: |
| Use of shared drive and maintenance of files and folders in line with team working practices |
| Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: |
| No |