

# Job Profile

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

Role Purpose
<ol style="list-style-type: none"> <li>1. To support the development and delivery of collaborative public health projects between London boroughs, utilising professional public health skills and knowledge</li> <li>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</li> <li>3. To manage a range of cross-borough support and improvement work, concurrently</li> <li>4. To ensure widespread engagement from boroughs and their partners across London, in order to develop buy-in and ownership.</li> </ol>

Main Responsibilities
<b>Service improvement</b> <ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. To maintain a working knowledge of public health outcomes and performance in London boroughs using a range of sources</li> <li>4. Working with DsPH, to identify priority areas for review and improvement, using agreed prioritisation methods</li> <li>5. To undertake robust analyses of data (financial, qualitative, quantitative) to identify performance issues, data challenges, strengths and weaknesses, ideas and requirements for improvement.</li> <li>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</li> <li>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.</li> <li>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</li> <li>9. With lead DsPH for sector led improvement, to identify and broker a package of support for any</li> </ol>

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**

11. 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.
12. 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.
13. To assess future policy and legislative developments, providing advice on the implications for London Directors of Public Health including working through implementation arrangements.
14. To support and influence the coordination of public health policy, strategy and research at a London regional level, as directed by DsPH
15. To identify and commission external work where required and agreed, to support project outcomes

### **Project management**

16. 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.
17. 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.
18. 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.
19. To keep project information up to date, e.g. project plans, schedules, budget, risks and issues logs, communications plans
20. To report project status, risks and issues in accordance with agreed reporting schedules.
21. To work with other leads and partner agencies to co-ordinate planning and action on cross-cutting work.

### **Communication and partnership working**

22. 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
23. 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.
24. To prepare and present updates on the programme activity and to ensure wide-scale buy in, from a range of senior stakeholder groups
25. 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
26. To develop communities of interest, and ensure information is disseminated effectively and actively used by London public health teams.

27. To ensure that key strategic partners are effectively engaged in and contribute to projects.
28. To develop effective working relationships with London Councils, Public Health England (London), NHSE (London), London CCGS, ADPH UK and other strategic partners and networks.
29. To represent ADPH London and contribute to national programmes as appropriate
30. Any other duties associated with the core purpose of the role

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.

	Knowledge, Qualifications, Skills and Experience	Essential or Desirable
	<b>Qualifications</b>	
Q1	High level qualification in Public Health or equivalent experience	Essential
Q2	Relevant project management qualification/accreditation	Desirable
	<b>Experience</b>	
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
	<b>Knowledge, skills and ability</b>	

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
<b>Other</b>		
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

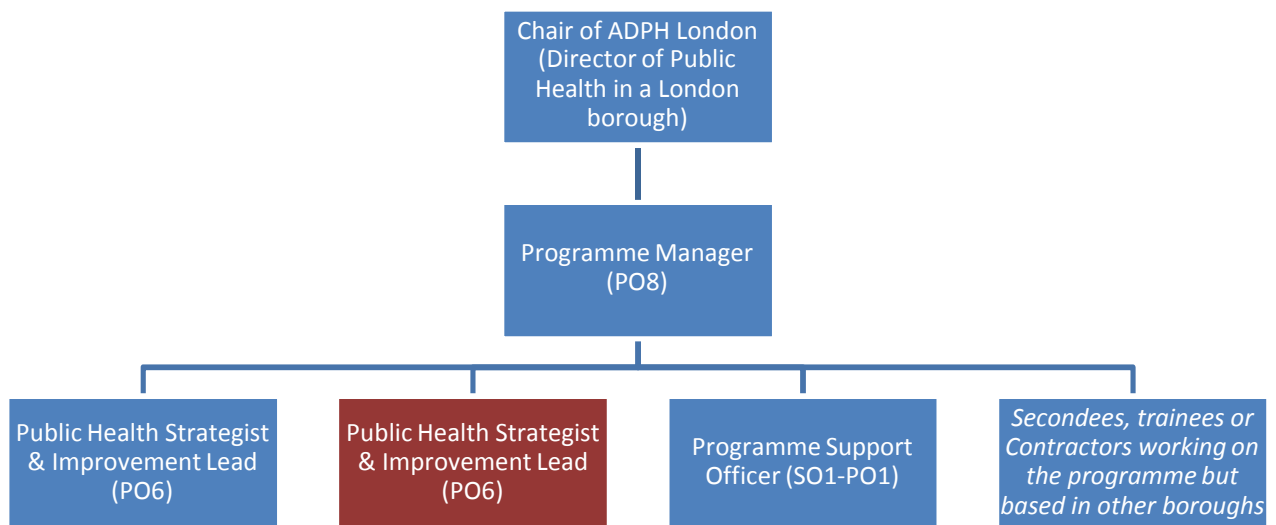
### Main Contacts:

- 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.

### Organisational Structure



## Additional Information

Please complete the additional information as fully as you can.

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.

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%

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	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
No
<b>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:</b>
N/a
<b>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:</b>
Council assigned IT equipment including laptop
<b>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:</b>
No
<b>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:</b>
Use of shared drive and maintenance of files and folders in line with team working practices
<b>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:</b>
No