

# Job Profile

Position Details	
Post	Public Health Officer (Young People and Adult Prevention and Early Intervention Programme)
Service Area	Directorate/Business Unit/Service/Section/Team
Reports to	Senior Public Health Commissioner (substance misuse and sexual health)
Grade	PO3
Job Family	To be completed by HR

Role Purpose
<p>The public health team is responsible for the development and commissioning of programmes to improve the health and wellbeing of people living and working in Haringey with a particular focus on reducing health inequalities.</p> <p>Haringey has recently published its new three year corporate plan ‘Building a Stronger Haringey Together’, which sets out its ambitions for the borough. Alongside of this is a three year workforce strategy which aims to help the organization make the changes we need to deliver the Corporate Plan and Medium Term Financial Strategy.</p> <p>The post holder will be responsible for supporting delivery of the Corporate Plan Priority 1: Give every child and young person the best start in life, including providing high-quality education for children and young people and the Young People’s strategy. Their specific contribution will be in delivering outcomes to improve the health and wellbeing of young from age 12 to 25 to reduce substance misuse, promote good sexual health, prevent teenage pregnancies, improve emotional wellbeing and promote physical activity. The post holder will target settings outside of the school environment. The post will work closely with the Public Health Commissioner, Healthy Schools and commissioners in Children’s services</p> <p>The post holder will commission, performance manage and evaluate wellbeing services for young people including substance misuse and sexual and reproductive health<sup>1</sup>. They will commission services for parents with substance misuse problems. In addition, the post holder will be responsible for integrating the young people’s public health agenda across the Council and Haringey Clinical Commissioning Group.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To commission prevention and treatment services for young people misusing drugs and alcohol and parenting services for substance misusing parents.</li> <li>2. To commission prevention and treatment services<sup>2</sup> to improve sexual and reproductive health outcomes for young people.</li> </ol>

<sup>1</sup> Up to 19 years of age

<sup>2</sup> Not including schools programmes

3. To develop sexual and reproductive health awareness programs.
4. To ensure that young people are fully involved in the design, commissioning and monitoring of commissioned programmes/services
5. To work closely with the Council's Children's Services to ensure 'join up' with other commissioning activity targeting young people.
6. To undertake Health Equity Audits as required to improve service delivery, involving analysis of data and literature reviews to ensure future interventions are based on best practice and evidence of effectiveness.
7. To lead in improving the co-ordination of health and wellbeing services for young people and in particular vulnerable young people through the development of clear pathways across agencies.
8. To be the public health operational lead on prevention of Violence Against Women and Girls
9. To commission research, projects and evaluations relating to young people to build on the evidence base.
10. To write the young people focused chapters within the JSNA.
11. To present complex data and information relating to young people to senior managers and a wide-ranging audience including local community organizations; senior staff in partner organizations and Director level strategic groups.
12. To develop with young people innovative approaches and resources, which will improve the dissemination of public health prevention messages to young people and improve their access to services.
13. To provide training to key services in the Council and to partners on best practice in delivering better outcomes for young people. Training will be health promotion focused and include all aspects of wellbeing.
14. To represent the public health team locally and nationally to share best practice to inform continuous quality improvement
15. To develop, implement and monitor an effective user involvement plan

#### Generic Responsibilities

The post holder is expected to:

- Adhere to organisational policies and procedures and relevant legislation including the requirements of any professional bodies.
- Maintain satisfactory personal performance and professional standards and to achieve agreed objectives for their role.
- Attend mandatory training as identified by the line manager.

- Participate in the council's Performance Appraisal Scheme and contribute to their own development.

## Knowledge, Qualifications, Skills and Experience

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skills/experience meet some or all of them, as the short listing decision will be based on our assessment of you against these criteria.

### Abilities/Experiences

- Ability to develop detailed project plans
- Ability to identify linkages between interrelated plans within the Council
- Ability to work across organisational boundaries
- Ability to implement strategies
- Ability to commission, performance manage and evaluate services
- High level of organisational ability
- Ability to motivate and involve others
- Analyse and interpret a wide range of evidence and to prioritise options for programme development
- Experience of contract and procurement management in relation to commissioning arrangements within a Local Authority or NHS framework
- Experience of effective partnership working with external stakeholders to plan and deliver services
- Experience of provider development
- Experience of research and evaluation

### Qualifications

- Educated to Degree level or equivalent

### Knowledge/Skills

- Influencing skills
- Quantitative analytical skills including critical path analysis.
- Excellent verbal and oral communication skills
- Critical appraisal skills
- High level interpersonal skills with a wide range of individuals including influencing, persuasion and negotiation
- Facilitation skills
- Group work skills
- Excellent time management skills
- Excellent organisational skills
- Flexible approach to work, attendance at evening meetings will be required from time to time

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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p><b>Internal</b></p> <p>Haringey has a Health and Wellbeing Board that oversees the implementation of the Health and Wellbeing Strategy this provides the postholder to work with partner organisations across Haringey to improve the health of the population.</p> <p>Improving commissioning, particularly drug, alcohol and sexual health commissioning is a cross cutting issue across the council and the postholder will be expected to work with the Children’s Services, the Adult Social Care and Housing Service and the Community Safety team.</p> <p>In addition Haringey has a Children’s Trust and a Community Safety Partnership Board.</p> <p><b>External</b></p> <p>The post holder will be expected to develop effective working relationships with Haringey Clinical Commissioning Group, local NHS providers, Haringey’s active third sector and appropriate pan London forums.</p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

## 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
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

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.			Use of a computer.	Yes	
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

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

**Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:**

- Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
- Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
- Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

**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:**

**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:**

**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:**

**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:**

**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:**