

Job Profile

Position Details	
Post	Business Support Officer
Service Area	Public Health/Chief Executive
Reports to	Public Health Officer
Grade	PO3
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. Management of the office functions of the public health team through supervising 2 administrative posts 2. Directly providing business administration support to senior managers in public health 3. Providing skilled project management of the public health contributions to the Councils Borough Plan, Health and Wellbeing Board (HWB) and north central London (NCL) Sustainability & Transformation Partnership (STP), plus other small ad hoc projects 4. Servicing the department management team (DMT)

Main Responsibilities
<p>1. Management of 2 administrative posts</p> <ul style="list-style-type: none"> • To manage the administrative functions of the public health team, allocating duties and overseeing workflows • To ensure that the administrator who leads on FOIs and Members Enquires is supported to meet deadlines • Where officers have non routine stakeholder meetings to ensure there is assistance in organising the meeting attendance, room booking and refreshments <p>2. Providing business administration support to senior managers in public health</p> <ul style="list-style-type: none"> • To monitor and ensure corporate business is fed into senior management team i.e. score card, items from team briefs. • To project manage delivery of the annual public health report, offering support to the lead officer. • To be the main liaison with HR Corporate and SSC HR • To be responsible for overseeing HR management including recruitment and sickness management • To be responsible for maintain the team's systems, control processes and risk management arrangements to support monitoring of compliance with governance standards and other organisational policies and procedures • To maintain the public health pages of the Council's' internet and intranet, excluding the JSNA pages, to ensure the information contained is accurate, timely and provides the necessary information to assist other teams in the Council, residents and external organisations

- To co-ordinate the team's contribution to the Council's risk register
- To be responsible for the updating of the team's business continuity plan
- Take responsibility for the on line storage of team information (the S Drive), ensuring that information is stored in a systematic way on the shared drive in a location which is not lost when members of staff leave the team.
- To lead on co-ordinating the meeting of the public health staff group
- Co-ordinating the rota for taking notes at team brief
- To take responsibility for supporting officers in grant and business applications i.e. coordinating cost benefit analysis.

3. Project management of the public health contributions to the Councils Borough Plan, Health and Wellbeing Board (HWB) and north central London (NCL) Sustainability & Transformation Partnership (STP), plus other small ad hoc projects

- To produce and update performance trackers to ensure the Director of Public Health (DPH) and department management team (DMT) has an oversight of its performance in terms of its contribution to the Council's Corporate/Borough plan
- To be responsible for updating priority leads in the council on public health progress in meeting its objectives.
- To report to DPH if any actions/milestones are slipping and ensure that an action plan is in place and monitored.
- To be responsible for the forward plan of items for discussion at the Clinical Commissioning Group (CCG) Board and to work with the appropriate CCG officer to get these onto the agenda.
- To support joint pieces of work with strategic partners, for example pieces of work with Islington Council, the Clinical Commissioning Group.

4. Servicing the department management team (DMT)

- To work with relevant officers to ensure that Cllr briefings, reports to Senior Leadership Team (SLT) are produced in a professional manner e.g. ensuring correct formats are used, deadlines are met
- To ensure that the DMT meetings are serviced e.g. forward planning, agenda planning and project management of actions
- To ensure support is given to the public health and safety champion in ensuring that the Council's health and safety policy is being enacted

Generic Responsibilities

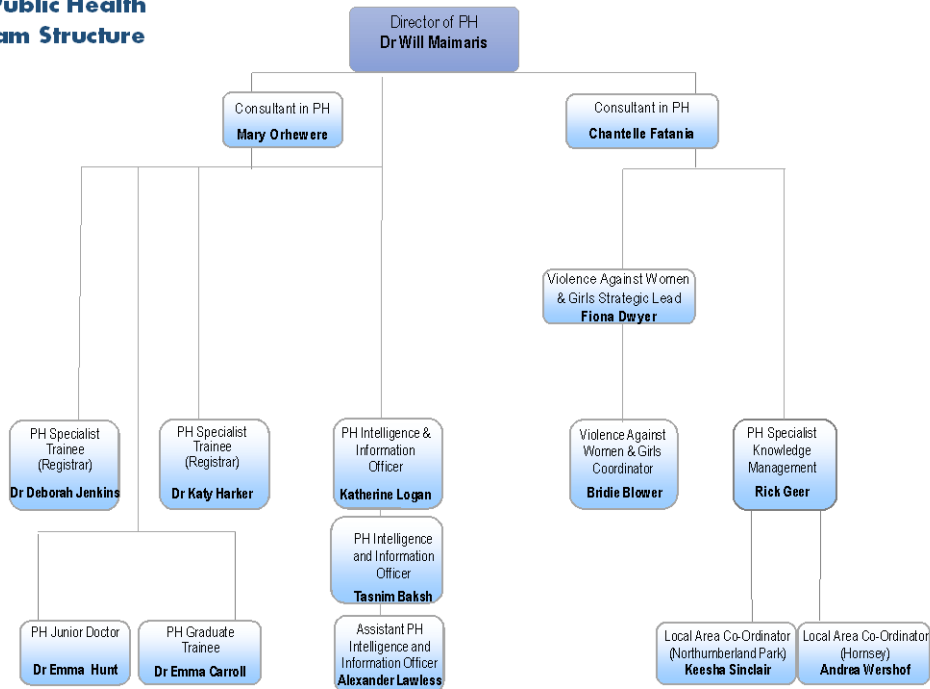
1. To support the team's administrative function as needed.
2. Supporting finance and commissioning officers
3. To ensure work load is well managed, prioritising urgent item, ensuring action given are completed.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.
5. Ensuring team and personal health and safety
6. Displaying of the corporate values and promotion of the organisational objectives
7. Ensuring the Council is meeting its duties under equality legislation

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Knowledge and skills in programme management tools i.e. spread sheets, progress mapping.	1. Essential
2. Skills in delivery of information regarding programmes i.e. giving presentation, providing reports	2. Essential
3. Knowledge and experience of using IT project management tools.	3. Essential
4. Knowledge of change management processes i.e. why people resist change and how to overcome this	4. Essential
5. Skills in communication which activate delivery by others i.e. getting programme updates from officers	5. Essential
6. Experience of programme management involving multiple stake holder's	6.Desirable
7. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.	7.Desirable
8. Knowledge of health and safety legislation and data protection	8.Desirable
9. Experience of management of administration staff	9.Desirable

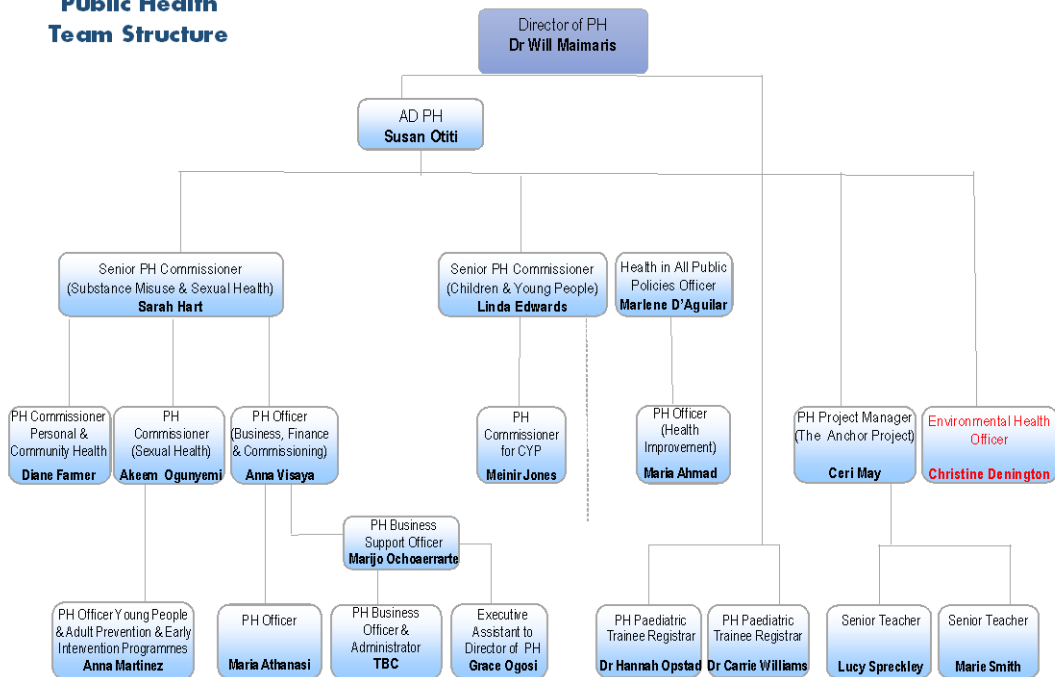
Main Contacts & Other Information
<u>Main Contacts:</u> Senior officers and managers in the public health team Council Shared Service Centre Corporate programs teams Clinical Commissioning Group

Organisational Structure

Public Health Team Structure



Public Health Team 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?				Yes
Will the post holder be responsible for contract 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.	Yes	100%	Use of a computer.	Yes	70%
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.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

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	

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:
No
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:
No
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:
Responsible for effective keeping of data that is non attributable, and advising managers regarding the keeping of personalised data
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

