

Job Profile

Position Details	
Post	Head of Programme, ADPH London
Service Area	Public Health
Reports to	Director of Public Health
Grade	PO8+4
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • Working with the Chair, Vice-Chairs and wider DPH membership of ADPH London, to develop and implement a programme of systems leadership and collaboration for public health in London between 33 local authorities and the Greater London Authority, which supports them to meet their responsibilities to improve public health and tackle health inequalities • To develop and lead a culture of collaboration, peer support, sector-led improvement and high value activity between London DsPH and with key stakeholders • To lead partnership working with stakeholders at local, regional, national and international levels to ensure an integrated and co-operative approach to delivering public health outcomes in London • To ensure that ADPH London maintains and develops its reputation as a forum which delivers on planned initiatives, adds value, and provides timely and insightful leadership and expertise to its partners in the London health system • To manage the programme budget of c. £900k on behalf of the 34 partners, demonstrating effective use of resources

Main Responsibilities
<ol style="list-style-type: none"> 1. To work with London DsPH in the scoping, design, implementation and evaluation of effective and innovative regional public health initiatives, ensuring they meet the priorities of the member organisations. This includes joint commissioning ventures across most or all of the London local authority partners which deliver savings and/or improve outcomes. 2. To develop and ensure implementation of strategies for the future of the collaboration, ensuring it remains sustainable and relevant to its members, through strong understanding and horizon scanning of emerging practices, policies, and context, at local, London and national levels 3. To ensure the development and ongoing delivery of an effective and robust Programme Office/Management function and governance arrangements to service the

partnership, ensuring continual improvement and development of the programme's delivery models

4. To oversee the monitoring and reporting to Directors of Public Health and Local Authority Chief Executive Boards, including briefings to the lead Chief Executive for Health
5. To lead, direct, manage and develop staff within the partnership so they are capable of and motivated to deliver high levels of performance, and consistently demonstrate organisational values and behaviours
6. To oversee the programme budget and resources, including development of the forward financial strategy and budget proposals for partner contributions, allocating resources against priorities, leveraging other system/partner resources, ongoing resource monitoring and management, and ensuring value for money, efficiencies and return on investment, in line with contract standing orders
7. To be accountable for programme communications, ensuring that internal and external communications are accurate, coordinated and timely
8. To ensure that reports, briefings and communications produced by programme are high quality, influential and appropriate for the target audience
9. To provide high quality strategic advice and support to Directors of Public Health including on political and time sensitive issues
10. To create and maintain effective relationships with key stakeholders, including negotiating resources at senior levels across the health and well-being system in London
11. To design and oversee implementation of systems that promote active engagement and participation of all London Borough DsPH and their direct reports in the network
12. To develop trusting relationships with all individual DsPH, and an understanding of their expertise, contributions and needs, and to align this with the needs and opportunities of the network
13. To identify and broker a package of support for any London borough public health team identified in need of additional support or mutual aid, maintaining strict confidentiality and political awareness
14. To support and influence the improvement agenda for public health in London, ensuring that priorities for review and improvement are identified, and giving assurance to local authority Chief Executives that there is an effective system for improving public health outcomes across the region
15. To work closely with the national Association of Directors of Public Health (ADPH), being accountable for the London network operating within agreed arrangements and protocols for ADPH regional networks.
16. To ensure the network influences the development of public health policy, strategy and practice at regional and national levels, ensuring appropriate consideration is given to the views of the London DsPH
17. To deputise for Directors of Public Health at regional and national meetings, when required.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Maintain a safe and healthy working environment and ensure that the Council's policies in this area are adhered to. 3. Maintain a good working knowledge of the Council's functions and processes and keep up to date with changes. 4. Knowledge and experience of using IT. 5. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

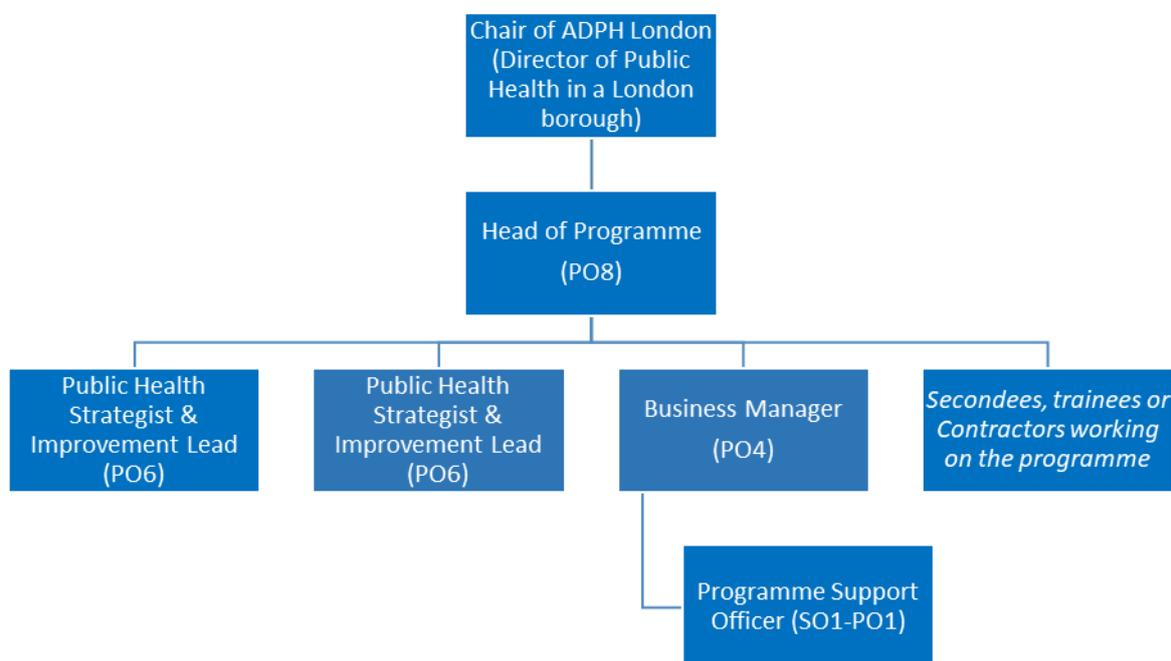
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Qualifications	
Degree level qualification (or equivalent) in a management-related subject	Essential
Post graduate qualification in public health or a related discipline	Desirable
Project and/or programme management qualifications	Desirable
Experience	
Experience (≥ 5 years) of working within an NHS, local authority or other relevant setting in a management role	Essential
Experience of designing, managing and delivering transformational work programmes, within budget and time constraints, and which lead to improved outcomes	Essential
Track record of strong relationship building and influencing with internal and external senior stakeholders	Essential
Experience of effective budget and resource management	Essential
Experience of service/business planning and development	Essential
Experience of procurement, commissioning and contract management	Desirable
Experience of using quantitative and qualitative evidence and intelligence to identify, propose and implement service improvements and/or financial efficiencies	Essential
Knowledge, skills and abilities	
Strong awareness of current political, economic, financial and organisational complexities of UK local government and the NHS, in particular those affecting public health	Essential
Knowledge of public health issues and in particular, those specific to London	Desirable
Knowledge of the local government improvement agenda including council performance management functions and improvement methodologies	Desirable

Able to think independently and creatively, to argue for solutions on the basis of evidence and to scrutinise and challenge accepted ideas	Essential
Able to quickly analyse complex issues and information, identifying key strategic issues for senior stakeholders	Essential
Able to gain the confidence and trust of senior officers	Essential
Able to provide and receive complex, sensitive and contentious information, and manage difficult conversations with tact, diplomacy, confidentiality and political awareness	Essential
Able to deal with conflicting views at a senior level, including offering pragmatic and palatable solutions	Essential
Able to develop and maintain strong working relationships with multiple stakeholders, even when objectives may differ	Essential
Highly organised and able to prioritise both personal and team work	Essential
Able to work to tight deadlines often within challenging timeframes	Essential
Able to operate effectively in a complex and evolving environment, with high levels of personal resilience and ability to be flexible	
Able to work with limited supervision, willing to take decisions and accept accountability	
Able to lead, develop, manage staff and teams within a flexible work environment	Essential
Able to anticipate risks and barriers to delivery and identify innovative ways for overcoming these	Essential
Excellent presentation and communication skills, demonstrated by the ability to present complex oral and written information, in a variety of formats to a range of audiences, including at senior levels	Essential
Strong IT skills (excel, word, powerpoint, outlook)	Essential
Other	
Personal commitment to public service values	Essential
Self-motivated, proactive and innovative and maintains a positive outlook and 'can do' attitude	Essential
Demonstrates honesty and integrity and promotes organisational values	Essential

Main Contacts:

1. Directors of Public Health from 33 London Local Authorities, and their teams
2. Association of Directors of Public Health UK
3. London Councils – Strategic Lead for Health and Adult Services
4. Public Health England (London) – Regional Director and Executive team
5. NHS England (London)
6. Greater London Authority Head of Health and team
7. Key external partners and stakeholders

Organisational Structure



This post also has some supervisory responsibilities for up to three staff working across different services on the delivery of the Programme, based in different London boroughs.

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?				Not always – the team is co-located across two offices, and staff in other boroughs may undertake work on behalf of the programme
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.			Use of a computer.	Yes	80%
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.	Yes	80%
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:

Yes – programme budget c.£900k, including funding provided by 34 partner organisations

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:

Yes – accountable for programme record keeping

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