

## ROLE PROFILE

<b>Job family</b>	<b>Regulation &amp; Technical</b>	<b>Role profile number</b>	<b>RT13-0443</b>	<b>Grade M</b>
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**Job purpose:** Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

### Example posts:

Grade M posts are higher in 'Contacts & Relationships' with the requirement to manage a broader range of contentious and complex issues higher than grade L posts. In addition, these posts may also have responsibility for supervising/overseeing colleagues, or specialist staff across service areas and external partners in a project context, and will therefore score higher in 'Supervision & Management' and 'Work Demands' to take account of these responsibilities.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met. May be required to project manage a team or specialist staff across service areas and external partners.
Indicative qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in related IT systems . Professional qualification in area of specialism Licence / certificate / qualification required for the role.
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Organisational expert in the area of specialism. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Ability to contribute to the development of service policies and practices Excellent knowledge of service / profession and interrelations with other services Good knowledge of wider sector / external influences. Experience of representing the work area in a professional / legal capacity Excellent communication and interpersonal skills, proven ability to engage and influence customers, partners and stakeholders, in complex situations. Advanced research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions Proven ability to conduct formal interviews and / or take legal statements Proven ability to deal with sensitive and contentious issues and diffuse confrontational situations Good customer service skills, with experience of resolving escalated / complex customer queries Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives. Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. Good literacy, numeracy and report writing skills Project management skills and experience with experience of implementing change Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.

Factor	Relevant Job Information
	<p>Contribute to long term strategies.</p> <p>Act as an expert witness for the council at inquiries / court etc</p> <p>Produce, often complex technical plans, designs and / or specifications within area of specialism</p> <p>Take appropriate action to ensure / enforce compliance with regulations</p> <p>Undertake the full range of registration duties, conducting legal and civil proceedings as required.</p> <p>Issue licences / registrations / prohibition notices or other authorisations</p> <p>Agree objectives and standards to meet, within Business plan. Monitor and evaluate activities / performance</p> <p>Where appropriate, support partners to implement authorised enforcement decisions and improvement notices</p> <p>Determine how issues should be approached within area of responsibility by undertaking research and consultations where problems are not always clear and easy to resolve.</p> <p>Design and develop solutions through use of practical experience, theoretical knowledge and original thinking, within policy. Recommend and develop new procedures / improvements within work area.</p> <p>Provide independent advice in areas of knowledge and draft specialist advice for approval by senior colleagues</p> <p>Plan and carry out a range of tests / inspections / surveys / assessments / evaluations / audits.</p> <p>Plan and organise work programmes to ensure that timescales and targets are achieved.</p>
Contacts and Relationships	<p>Provide advice and guidance to senior managers and the leadership team on a broad range of complex issues which could be contentious and challenging in nature.</p> <p>Ability to build strong relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Confident and expert at negotiation and advocacy, displaying tact and diplomacy to deal with complex situations. Ability to make difficult decisions to resolve issues and improve service delivery.</p> <p>Regular contacts will include: senior managers, leadership team, councillors, external bodies and partners.</p> <p>Coaching responsibility for colleagues and other stakeholders.</p> <p>Consult with stakeholders to identify requirements.</p> <p>Manage relations with delivery partners / contractors</p> <p>May be required to appear in court / inquiries to present evidence / represent the council.</p> <p>Contact with solicitors / court officials when presenting evidence.</p> <p>Co-ordinate Partnership working activities and internal / external working groups. Promote the councils standpoint. Influence their decisions.</p> <p>Interaction with other people is aimed at understanding, supporting and / or influencing them to bring about a change of behaviour.</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>
Decisions – Discretion & Consequences	<p>Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.</p> <p>Use initiative to manage responses to complex business / technical issues within the service.</p> <p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory/ technical / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility including serious / complex incidents / allegations. Determine the data and tools / techniques required.</p> <p>Ensure all records and information are maintained correctly.</p> <p>Research and evaluate current issues, developments, and good practice and legislation changes in specialist field.</p> <p>Work with partner organisations as required</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Prepare and present reports /plans / recommendations / responses / results / other information / documentation as required</p> <p>Interpret the latest legislation, regulations, guidance and codes of practice.</p>

Factor	Relevant Job Information
	<p>Ensure compliance with safe practice and the legal use/operation of specialist equipment and / or facilities / premises.</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p> <p>Contribute to the development and implementation of policies and procedures</p> <p>Lead specialist projects or improvement programmes, or contribute to the delivery of larger projects</p> <p>Co-ordinate the preparation of tenders and contracts.</p> <p>Co-ordinate the award and monitoring of grants by the council.</p> <p>Co-ordinate the preparation and submission of bids for short and long term funding</p> <p>Following approval procedure, arrange with contractors / suppliers for work to be carried out.</p> <p>Assist with the preparation and submission of bids for short and long term funding</p> <p>Ensure all financial transactions are processed and reconciled correctly</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities
Work Environment	<p>Work may require some physical effort.</p> <p>Office based, but may involve some travelling to other council buildings.</p>
Our Identity	<p><a href="#">Our Identity</a> sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the seven elements of <a href="#">Our Identity</a> in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a> .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Public Health Scientist	
<b>Role profile family:</b>	Regulation & Technical	
<b>Role profile number and grade:</b>	RT13-0443	Grade M plus 8% market supplement (reviewed annually)
<b>Number of posts:</b>	2	
<b>Service/Team:</b>	Public Health	
<b>Reports to:</b>	Public Health Consultant	

### Job Family overview

#### Regulation & Technical job family overview:

- Monitoring and enforcement of prescribed regulatory areas.
- Provision of services of a technical, vocational or specialist operational nature to internal and external customers.
- Assessment of physical or administrative situations
- Judgement or recommendation regarding infringement
- Advice on resolution to participant
- Delivery of authoritative technical services to meet specific event based request
- Vocational and / or theoretical knowledge and skills in specific discipline

### Service / function Context

The overall responsibilities of the service/function are:

- The Public Health Intelligence (PHI) team support the Public Health domains contributing to the overarching principal PH outcomes framework outcomes to improve health outcomes, increase life expectancy and reduce the gap in life inequalities.
- The PHI team provides a robust data and intelligence base for PH consultants and specialists to understand the current and future needs of the population.
- Producing, developing and maintaining information systems and analytical expertise for key Wiltshire Council staff and services / directorates to fulfil their functions in terms of public health information, health surveillance and data acquisition.
- Establishing a long term strategic approach to developing and maintaining comprehensive public health information as a core health function of the council.
- Providing public health expertise and knowledge to support a range of information needs within the public health team, particularly the analysis of epidemiological information and support for commissioning.

## Job Purpose

Specific duties and responsibilities include:

- Manage significant public health work programmes with limited supervision including the management of health intelligence contracts (e.g. Dr Fosters, Commissioning Support Unit and research contracts). This will involve using complex epidemiological information to inform the work of the public health team.
- Interpret and analyse highly complex information and situations – applying statistical tests, testing hypothesis, standardising results against population profiles.
- Produce and present written reports for a wide range of audiences including the public health senior leadership team, key partner organisations and the general public
- Present public health information to the council and partner organisations, which may include complex, sensitive or contentious information. Identify appropriate presentation styles to ensure PHI information and products can be used effectively by non-scientists. This requires visual, geographical, tabular and text formats.
- Plan and organise the collection of information for planning, monitoring and strategic purpose. Collect and collate data, manipulate data using advanced excel skills (SQL etc) to produce added value statistics regarding health outcomes and future (projected) outcomes.
- Apply scientific Public Health skills to a variety of datasets, ensuring appropriate testing and interpretation of results are conveyed to customers.
- Provide specialist public health response on behalf of the council to national consultations on the development of health information and related issues, taking into account definition of outcomes, data source and accuracy of data, including recommendation of alternative measures/outcomes.
- Offer guidance to the wider public health team on actions relating to public health information - interpret data and make informed recommendations of the data taking into account local population groups and key messages. This will often means interpreting technical guidance.
- Develop working relationships extensively within the council and wider health community to enable the collection and dissemination of information.
- Provide analysis of hospital mortality intelligence which will involve working with acute trusts and the clinical commissioning group
- Support commissioning of academic public health research commissioning with local universities in conjunction with Consultants in Public Health.
- Establish internal and external relationships which encourage and facilitate appropriate information / data-sharing between organisations and utilise existing networks at unitary authority and regional levels to ensure efficient use of resources
- Maintain links within the council, local NHS organisations and other statutory, voluntary and academic institutions necessary to further the public health information function ensuring a comprehensive approach to improving public health information is established and maintained.
- Communicate availability of PHI products through the current Wiltshire Intelligence Network portal health pages, ensure these are maintained with new products and networks and are updated regarding the availability of products. Produce a PHI annual report and forward work plan which encourages/promotes joint research projects and efficient use of resources.
- Undertake research, analysis and interpretation of complex data on a regular basis. Advanced

understanding of all health datasets available from the ONS, HSCIC, KITS etc. and appropriate analysis and interrogation of these datasets to support PH commissioning. Analysis may include hypothesis development, statistical texts, GIS mapping and report writing. Datasets need to be joined to add value and to ensure records are cleansed and anonymised

- Deal with confidential, sensitive, complex and potentially distressing information. Analyse patient level data, ensuring patient confidentiality and information governance guidance is met including secure storage of files. Ensure reports do not contain patient identifiable information (i.e. not under 5) e.g. termination data
- Ensure compliance with the requirement of Caldicott, the Data Protection Act, Human Rights Act and other relevant policy, legislation and guidance and establishes the ways in which these should be interpreted within the public health intelligence team.
- Ensure strict information governance guidance is adhered to, files stored securely, electronic exchange is completed securely and the Director of Public Health authorises all correspondence with ONS / HSCIC
- Ensure core datasets are maintained and updated in line with national publication/data releases. Identify and source new datasets for new outcome measures, assessing data accuracy and quality.
- Provide training and advice to key public health staff and other partner organisations on research methodology, statistical techniques and sources of health information. Ensure colleagues understand statistical testing to be able to interpret results and intelligence. Ensure results are presented and clearly labelled. Present at internal peer groups, to senior managers and at regional level.
- Able to respond to ad hoc requests from the public health team and provide urgent analysis in the event of an incident/outbreak - sourcing information from commissioners and providers.
- Project manage a number of projects during the annual work cycle including the Joint Strategic Assessment for Health and Wellbeing which will involve working with analysts across the Council and Wiltshire Public Sector organisations.

## Person Specification

Specific qualifications, knowledge, and skills required for this role:

### Essential

- A relevant first degree or equivalent professional experience.
- A postgraduate degree or professional qualification in public health or related discipline (e.g. epidemiology, health informatics) or equivalent experience.
- Specialist knowledge and experience of information analysis, statistical concepts and statistical packages – including ability to use advanced formula, macros, large databases.
- Knowledge and expertise in use of GIS or equivalent mapping experience/skills.
- Understanding and experience of working within information governance and data security guidelines.

- Proven ability to maintain and develop personal skills in information analysis, statistical techniques and software packages.
- Proven ability to interpret and analyse highly complex information and situations.
- Public sector / NHS experience.
- Statistical tests experience.

## Career graded posts (where applicable)

Please list the posts that form part of this career grade structure:

- Not applicable

## Supporting information

Driving classification	
<b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
<b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.	<input type="checkbox"/>
<b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			



Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b> . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b> (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>