

Role Profile

Job family	Organisational Support	Role profile number	OS13-1483	Grade M
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Job purpose: Investigate, analyse, design and deliver a significant programme of work which includes managing discrete projects / casework and initiatives affecting services across the council.

Grade M posts are higher in 'Contacts & Relationships' with the requirement to manage a 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 in relevant profession, or equivalent experience/skills. Licence / certificate / qualification required for the role ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related IT systems. Professional qualification in area of specialism (or equivalent experience)
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. Knowledge and experience of developing systems, policies, procedures and / or practices. Good knowledge of the wider sector / external influences. Detailed operational knowledge of systems in terms of functionality, capability and availability. Excellent interpersonal, persuasion, influencing and negotiating skills. Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved. Proven ability to apply initiative and strategic awareness to problem solving and decision making. Ability to motivate and lead small teams of specialist staff. Experience of managing projects with service / organisation impact.
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. Contribute to long term strategies. Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious to meet customer requirements. Will be required to plan over a longer period (a year or more). Lead initiatives to design and deliver improvements and transformation. Manage projects, or contribute to larger organisation wide programmes.
Contacts and Relationships	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. Ability to build strong relationships and engage successfully with colleagues /partners /customers / contractors and suppliers. 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>Regular contacts will include: senior managers, leadership team, councillors, external bodies and partners.</p> <p>Consult with service users / stakeholders / partners to understand issues and challenges and provide recommendations for solutions.</p> <p>Manage relationships with customers, partner organisations and / or suppliers – monitor inbound and outbound service levels: discuss operational issues with partners.</p> <p>Lead professional and point of contact to provide technical specialist solutions.</p> <p>Apply good judgement, sensitivity and diplomacy required in all dealings with others.</p> <p>Be a representative on behalf of the Service area / Council internally and / or externally.</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>Drive and delivery complex work programmes within or across specialist areas to meet established operational targets.</p> <p>Develop, implement, maintain and manage complex systems, policies, procedures and / or standards within specialist area whose outcomes can affect council wide approaches / business.</p> <p>Review the functionality of these in response to either internal or external drivers. Recommend and implement changes as required to meet organisational needs.</p> <p>Research, manage and evaluate complex information / data / feedback.</p> <p>Identify and interpret organisational issues, trends and problems which may have a broad impact both within the organisation and for partner organisations.</p> <p>Identify and recommend solutions where service delivery / business / performance risk has been identified. Lead initiatives to design and deliver improvements and transformation.</p> <p>Monitor and report on service standards as required.</p>
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and deadlines, involving changing problems, circumstances or demand.
Work Environment	Office based, but may involve some travelling to other council buildings.
Our Identity	<p>Our Identity 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 elements of Our Identity 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 the whistleblowing policy .
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

Role description:	Public Health Specialist	
Role profile family:	Organisational Support	
Role profile number and grade:	OS13-1483	Grade M
Number of posts:	1	
Service/Team:	Public Health	
Reports to:	Public Health Principal	

Job Family overview

Organisational support job family overview:

Delivery of services to support the Council and its partners in longer term; corporate compliance, contracting, planning, performance, policy and strategy.

- Focus on the business and service infrastructure of the Council and its partners to ensure effective management and proper compliance
- Advice and services rendered will generally be accepted as authoritative and recommended practice
- Specialist area and/or management knowledge
- Understanding area concepts and plans
- Defining implications of external influences and trends
- Shaping of Council responses including service plans/strategies & policies
- Definition & management of strategic planning processes
- Monitoring and reporting of performance

Service / function context

The overall responsibilities of the service/function are:

Public Health exists to protect and improve the health and wellbeing of the local population and reduce health inequalities. We do this through world-leading science, knowledge and intelligence, advocacy, partnerships, and the development of specialist public health services.

The Wiltshire Public Health team are expected to deliver across the four portfolio areas of the public health team:

- **Health Protection** – respond to cases or outbreaks of communicable diseases (e.g measles, meningitis and norovirus), and work towards reducing communicable disease prevalence. Commissioning sexual health services and providing specialist advice around infection prevention and control, and environmental hazards such as air quality. Promote uptake of screening and immunisation services.

- **Healthy Behaviours** – promoting healthy lifestyle choices and helping people to improve their health by developing, implementing and evaluating interventions, strategies and policies linked to national and local agenda. Providing specialist advice and information on topics including smoking cessation, CVD prevention, weight management and emotional wellbeing.
- **Building Resilience** – using evidence to support service development and to ensure the quality of services by assisting in the commissioning of services for drug and alcohol misuse, domestic abuse, life-course mental health and (PREVENT) counter-terrorism.
- **Intelligence and Shaping Social, Economic and Environmental Factors** – Promoting and shaping policy to optimise residents access to work, education and skills, quality housing and supporting justice health.

The whole team also work to the following cross-cutting agendas:

- Children and young people's health
- Mental health and wellbeing
- Smokefree Wiltshire
- Workplace wellbeing

Job Purpose

To work as part of the Public Health team to help realise the vision of Wiltshire Council to 'create stronger and more resilient communities' and deliver on the key priorities of the team and those shared with partners. The post holder will support the work of the Consultant in Public Health to whom they are accountable.

The post holder will contribute to the improvement and protection of the health and wellbeing of those living and working in the Wiltshire area, which includes a population of approximately 500,000.

The post holder will be responsible for leading the strategic direction in areas of designated responsibility and will provide a specialist public health approach with minimal supervision to reflect both national and local priorities with the emphasis on prevention and reducing health inequalities.

The post holder will work within a complex and wide-ranging multi-agency environment. Partnership working is key with other statutory, non-statutory and voluntary agencies and the post holder will need to embody strong communication and interpersonal skills.

The post holder will carry out research, audit and needs assessments to determine public health priorities relating to areas of responsibility and provide evaluations of the effectiveness of public health interventions.

Specific duties and responsibilities include:

- To have the autonomy to determine the needs of the population, assess options for managing the public health needs of the population, commission services, interventions, and programmes as appropriate.

- To act as contract manager and liaison for the services, interventions, and programmes they contact, evaluating outcomes, performance managing, and dealing with the overall management and delivery of projects within the allocated resources.
- To provide specialist advice to the strategic development and implementation of health improvement and wider determinants strategies, implementation plans and action plans in line with national and local indicators linked to the Public Health Outcomes Framework.
- To provide public health specialist advice, guidance and support to colleagues and volunteers to ensure whole team objectives are met
- To lead on the identification of public health needs using various methodologies e.g. health needs assessment, health equity audits, reviews and evaluations of programmes and / or interventions directed at areas of responsibility.
- To assess, analyse and interpret national and local data and evidence to develop and evaluate Wiltshire based public health interventions, programmes and / or projects.
- To promote the health improvement, health protection and inequalities reduction agendas across the council, ICB, and with other partners, seeking to increase the engagement of all council staff and partners in working to improve and protect health e.g. through communicating complex and potentially sensitive or controversial information to diverse groups, persuading and negotiating on a range of issues and topics and working with the media.
- To represent the public health team and the council at agreed partnership events, partnership Boards, multi-agency working groups, professional groups and other fora; this may involve chairing and / or facilitating multi-agency working groups.
- To support the work of existing partnerships (and develop new ones where appropriate in response to specific defined needs) and provide specialist public health advice to partners and other key stakeholders.
- To develop wider public health capacity by communicating and promoting health protection messages through presentations, evidence-based practice, audits and published research and providing specialised advice and knowledge through the development of and participation in training programmes, workshops, conferences and seminars etc.
- To be a source of specialist knowledge in particular public health topic areas through resource production, project management, training, contributing to websites and disseminating information to partner organisations.
- To contribute to topic related reports to inform council, partner organisations and government bodies e.g. cabinet, Department of Health and Social Care, UK Health Security Agency, ICB etc and contribute specialist topic information to annual public health reports, strategic documents and other reports as required.
- To keep up to date with the evidence base of effective practice, in particular relating to specific public health topic areas and public health competencies. This will be gained through literature searches, critical appraisal of literature, conferences, networking, journal clubs, professional body communications etc.
- To comply with professional body codes of conduct e.g. UK Public Health Register (UKPHR), Faculty of Public Health (FPH), Royal Society for Public Health (RSPH), Health Professions Council etc as appropriate

- The post holder may have responsibility for the supervision of junior staff, public health trainees and students to support their educational needs including personal development plans, objective setting and monitoring quality and quantity of work as required.
- To be prepared to work within a matrix management approach i.e. may have notional responsibility for an area but postholder may be requested to work on priorities as determined by the service.
- The post holder may be asked to deputise on occasions for the Public Health Principal as well as for other team members as required.
- The post holder will be prepared to support the wider public health team in the event of threats to health protection and emergencies that threaten public health.
- The post holder maybe expected to be involved in the commissioning and/or delivery of research and evaluate existing public health projects and programmes.
- The post holder will be able to identify, assess and mitigate against any risks associated with the projects and programmes within their remit.
- Provide advice and guidance to senior managers on a broad range of issues and propose remedial actions
- Commissioning / develop training, workshops and presentations and / or roadshows to both internal and external stakeholders

Duties relating to the specific public health specialism include:

- The public health specialist will be expected to be able to work across any topic area covered under the three domains of public health (health improvement, health protection or healthcare public health). The public health specialist may have a professional area of interest in regard to the public health agenda, however all specialists will be expected to be able to work across the life course and cover agenda areas including: sexual health, maternal and child health improvement, adult health improvement, obesity and weight management, smoking cessation and tobacco control, substance misuse, mental health, public health campaign work, screening and immunisation uptake, providing the best start in life and supporting the healthy aging agenda. All specialists will be expected to apply their expertise across the wider determinants of public health and tackle health inequalities.
- The post holder will be expected to use their specialist skills to make informed evidence-based decisions to solve problems and tackle challenges. The role will be expected to identify, mitigate or challenge issues that will be of a complex nature.
- Contribute to short, medium and long-term strategies for improving and maintaining health as part of the priority around 'the best start in life' and support healthy aging. To develop, commission (or deliver) and evaluate specialist public health programmes, projects, initiatives and / or services related to these agendas
- Ensure agreed public health programmes are planned, designed and successfully implemented.
- To ensure the delivery of public health commissioned services are targeted in areas of deprivation or high need, in liaison with service leads.
- The post holder will use a range of evidence-based public health skills and expertise to ensure targeted interventions to high priority groups, for example pregnant women, people with mental health problems, young people, and minority groups, to include planning, organising, and facilitating universal health promotion and programmes of specialist evidence-based services and programmes.

- To be a source of advice and support on an agreed specialist area of work,
 - To assist in the monitoring and evaluation of the commissioned health improvement services and programmes, including the recording and submission of data in accordance with Department of Health and Social Care guidelines.
- To support and participate in local, regional, and national forums and initiatives, as appropriate.

Specific requirements for this post:

- Occasional working outside of normal office hours may be required

Person Specification

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

Essential

- A first degree or qualification of equivalent academic ability
- Evidence of continuous professional development
- Experience working in the field of public health or related area
- A good working knowledge of different aspects of public health
- Understanding of local government, NHS, public, voluntary and community sector
- Experience of working in multi-agency partnerships
- Experience and working knowledge of the commissioning cycle and tendering process
- Experience in monitoring, delivery, and evaluation of public health programmes
- Experience of project development and management
- Experience of developing and delivering training and / or community development programmes
- Experience of managing projects within resources
- Understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation
- Excellent oral and written communication skills, including the ability to write reports and deliver presentations to a wide range of audiences
- Excellent interpersonal skills and influencing skills with proven ability to build and maintain effective working relationships (internally and externally) and facilitate groups.
- Ability to analyse and interpret complex information to inform effective decision making
- Ability to create complex, high quality written material for a wide readership including professionals, the public, the media, and Cabinet etc
- Where appropriate – has up to date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children/vulnerable adults
- Excellent ICT skills including the use of Microsoft applications and any relevant specialist systems
- Project management qualification or relevant experience

Desirable

- To be registered or working towards registration at practitioner level with UKPHR
- Experience of working with health inclusion groups, for example pregnant women, people with mental health problems, people with learning disabilities and children and young people
- Demonstrates an understanding of the key public health information relating to Wiltshire.
- Experience of working collaboratively with service providers and other setting to assess and manage risk and plan mitigating activity.
- Experience of commissioning or contract management
- Experience of working in community settings and with health care providers
- Experience of supporting/assisting the development of training and/or education

Career graded posts (where applicable)

This post does not form part of a career grade structure.

Supporting information

Driving classification	
Occasional driver 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 type="checkbox"/>
Regular Driver 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 checked="" type="checkbox"/>
Required Driver 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 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 Enhanced 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 Standard DBS check	<input type="checkbox"/>
The role requires a Basic 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 level 2* . (*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 level 3* (*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"/>
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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"/>