CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Health and Wellbeing** | **SERVICE GROUP: Public Health** | |
| **POST TITLE: Public Health Specialist** | **REPORTS TO: Senior Public Health Specialist** | |
| **GRADE: PO4/5** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/ employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

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| **Key Purpose of Post:** | |
| The post holder will both strategic and operational levels to contribute and lead on public health outcomes through the working with partners to develop strategy and deliver projects within a portfolio of priority health programmes. | |
| **Main Responsibilities of Post:** | |
| * Leading, developing and contributing to effective public health service delivery (needs assessment, prioritising, planning, development, implementation and evaluation of services, programmes and interventions) for health outcomes together with partners across sectors and organisations, ensuring a particular emphasis on reducing health inequalities; * Using understanding of local needs and populations to tailor interventions and maximise the impact of regional or national strategies * Leading and managing successful change through evidence based approaches including project, change and performance management, ensuring where appropriate effective engagement and sustained relationships with key stakeholders throughout the process; * Managing effectively public health resources, including relevant Public Health budgets and staff appropriate to the agreed departmental portfolios; * Ensuring insight about target audiences informs the design and commissioning of interventions; * Ensuring information and intelligence informs priorities, focus and appropriate activities. * Strategic leadership and management of ta wide range of public health work areas * To be lead contact for strategic direction and key operational matters in relation to the Integration well-being Service * Participate in the development and effectiveness of strategic and planning partnerships, across systems and sectors to improve health, protect health and reduce inequalities * Lead aspects of and contribute to the performance management of interventions and services to achieve key public health priorities on behalf of organisations and partnerships * Work with partners to enable the redesign of services to address local needs and reduce inequalities * Oversee the development, management and implementation of key programmes to identify and address inequalities and ensure they reach the population with the worst health outcomes * Provide advice to commissioners and partners on effective, evidence based approaches to improve health and/or protect health of the population * Ensure effective assessment of impact upon the health of the population of policies and plans * Ensure on-going work to identify existing and required capacity and capability of the relevant workforce to deliver public health priorities | |
| **Structure**  **Public Health Advanced Practitioner** | |
| **Special Knowledge Requirement:** Will be used in shortlisting. | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | X |
| Understanding of decision-making processes in the local authority and relevant partner organisations | X |
| Knowledge of current public health policy, an understanding of health inequalities and the social, economic and environmental determinants of health | X |
| Understanding of the need to use relevant evidence based public health interventions to improve health, protect health or reduce health inequalities | X |
| Knowledge and understanding of methods and approaches to support individual, cultural and organisational behaviour change | X |
| Able to prioritise work, schedule and organise own time | X |
| Able to manage and prioritise the work of a team of public health practitioners | X |
| Good oral and written communication skills and an ability to work with a wide range of internal and external stakeholders | X |
| Uses, interprets and communicates complex information from a variety of sources and to a range of audiences  . | X |
| Uses a range of ICT systems across own work area and/or across other areas of work. | X |
| Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings. | X |
| Specialist knowledge in holistic health and wellbeing at the individual including, but not limited to long term conditions and social determinants of health | X |
| **Relevant experience requirement: Will be used in shortlisting** | | |
| Substantial experience of working in a relevant public health/health improvement role at a senior level.  Significant demonstrable experience of driving and delivering change, facilitating work groups and programme and project management experience | | |
| Experience of leading individual, cultural and/or organisational change in a range of settings | | |
| Experience of leading a range of programmes, including their development, management and evaluation | | |
| Experience of leading, building and maintaining effective partnerships | | |
| Experience of working with Clinical Commissioning Groups and other NHS organisations | | |
| **Relevant professional qualifications requirement: Will be used in shortlisting** | | |
| Master’s in Public health/ Health Promotion or equivalent qualification in public health or related field. | | |
| **Core Employee competencies at manager level to be used at the interview stage.** | | |
| **Carries Out Performance Management** – covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately and to a high standard. | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | |

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| **Management Competencies: to be used at the interview stage.** | | |
| **Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | |
| **Working Conditions:** | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
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| **Special Conditions:** | | |
| You will be informed if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | |
| **Compiled by: RD**  **Date:14.6.18** | **Grade Assessment Date:14.6.18** | **Post Grade: PO4/5** |