

JOB DESCRIPTION



TITLE: Public Health Officer – Children and Families

POST NO: 137536

DEPARTMENT: Public Health

DIVISION: Population Wellbeing

RESPONSIBLE TO: Public Health Manager: Children and Families

OPERATIONAL LINE MANAGEMENT FROM: Public Health Manager: Children and Families

GRADE: M1

PURPOSE OF POST

The post holder will support the delivery of a range of identified projects within the role's portfolio and business plan, and support the wider public health team to be an advocate for health and wellbeing across the Council and across Luton. They will support the commissioning of public health programmes and assure delivery to scale and within agreed time scales.

The post holder will deputise for the Public Health Manager, Children and Families, as appropriate in line with the area of responsibility. This role will work across the department and will initially lead and support on the following areas, although will not be constrained to these areas, for the department:

- Children, Young People and Families –, Early Years, Healthy Start, Family Hubs and Start for Life.

Under the supervision of the Public Health Manager: Children and Families the post holder will support Public Health and other departments in Luton Borough Council and partnership organisations in the development and commissioning of services for children, young people and families.

ORGANISATION CHART

Appendix 1 Structure Chart

PRINCIPAL RESPONSIBILITIES:

1	To work within the department and with other key partners on agreed programmes of work. They will be part of a coherent and co-ordinated approach to improving the wellbeing of the population of Luton through partnership working with teams across local government, the NHS, local communities and the voluntary sector.	20%
2	To work as part of the specialist public health team to achieve health and wellbeing goals by supporting work that address the main issues. They will seek, with colleagues	20%

	the best option to manage effective actions to deliver improved health outcomes and reduce inequalities.	
3	Effectively work within the public health and wider teams when working across departmental and other boundaries. Support guidance and support to other departments and partners to prevent the spread of COVID19.	20%
4	Support the contract monitoring and quality assurance process, ensuring assurance on contract standards and delivery, including safeguarding.	10%
5	Support the development and delivery of the relevant elements of the JSNA and Health and Wellbeing Strategy which reports to the Health and Wellbeing Board.	10%
6	Present data in a way that is accessible which increases understanding of local need and assets to a broad audience, including interpretation of national guidance, which also supports the development of commissioning priorities and intentions.	5%
7	Work within a team without the need for substantial supervision and provide public health support to partner agencies and relevant groups and ensure information is interpreted appropriately for the audience.	5%
8	Support the embedding of a public health approach within the Council and Health and Wellbeing Partners to achieve public health outcomes.	5%
9	Undertake any other duties as agreed with the line manager.	5%

DIMENSIONS:

Supervisory Management:

The post holder will support Public Health Manager and ensure and ensure that appropriate work plans are developed in line with the business plan.

Ensure the development of cultural competence within service provision to meet the diverse needs of Luton's population.

Work with line manager to identify appropriate personal development plans.

Financial Resources:

Ensure programmes are delivered within an agreed financial limit.

Physical Resources:

Other:

This post provides support in specified areas and is required to interpret Government policy and/or guidance and initiate appropriate action to ensure implementation at a local level, meeting the needs and working with the assets of Luton's population.

The post requires sensitivity and from time to time the post holder may have to deal with members of the public who are distressed and emotional about their health. The post holder will also present information to large groups.

CONTEXT:

Having Public Health in local government provides opportunities to work with local communities through and with locally elected councillors and council officers to address the

wider determinants of health and working closely with the NHS, to commission services which maximise population health gain.

The complexity of public health challenges cannot be delivered solely by specialist public health team, and require joint work across health and local authority services. The role of public health is to provide evidence, intelligence, foresight, and strategic direction to improve health and wellbeing, showing the interconnectedness of action and support those whose key role is to deliver the improvements needed.

This requires public health to:

- Provide strong leadership and advocacy for health and wellbeing;
- Develop new operational policies and strategic collaboration for health and wellbeing;
- Commission effective public health programmes and assuring delivery to scale;
- Understand and work with local communities to bring about sustained behaviour change and;
- Work across the borough to influence improvement by addressing the health and wellbeing impacts of the wider determinants of health; social, economic, commercial, environmental and behavioural.

The post holder will be able to understand the needs of the local population, to bring about sustained behaviour change and work across the borough with partners to influence improvement by addressing the health and wellbeing impacts of the wider determinants of health. The post holder will support Public Health Manager in the delivery of programmes.

The post holder will contribute towards the delivery of the department's priorities to improve outcomes as measured by our local outcomes frameworks. This has three components:

1. Strong partnership working with a whole range of teams across local government, the NHS, local communities and the voluntary sector to take every opportunity and maximise the use of resources to reduce avoidable differences in the experience of health and wellbeing.
2. Put individuals and local communities at the heart of what we and partners do, enable effective engagement with local people to understand their health needs, building on their strengths and using behavioural insight to bring about a community-wide, community-led shared responsibility for sustained behaviour change.
3. Deliver scaled action on 'what works', working with providers across public, private and the voluntary sector through contracts, strategic collaborations and joint ventures.

The post holder requires a degree of independent working as directed by their line manager and will need to take initiative, have good communication skills both verbally and in writing, and have the ability to deliver operationally. The role will help develop the operational responses to priorities of the department.

This post holder will assist the team to produce annual work programmes and deliver agreed actions.

The post holder will need to understand public health and communicate it to others. He/she will liaise with colleagues and through partnership structures to ensure that plans being delivered meet the needs of Luton's diverse population as outlined in the JSNA.

There is an analytical component to this post with at times facts or situations requiring analysis, interpretation, and comparison of a range of options. The post holder will be required to scrutinise and evaluate both quantitative and qualitative data and research evidence from a range of sources and make suggested recommendations to inform decision making which has long-term impact. He/she will evaluate new programmes and models of support.

The post holder will be expected to be able to cope with a number of competing and changing demands, and to meet tight deadlines. A level of intellectual rigour, negotiation and motivation skills and flexibility are required to deal with public health issues, to support the development of recommendations regarding services and patient care. A level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority.

The post holder will be required to work in close collaboration with other members of the Public Health team to ensure there is a co-ordinated and joined up approach and that skills and experience are used to best effect. Annual work plans in particular should be developed and monitored collectively.

Physical Effort:

Standard office based skills, driving and keyboard skills, use of training and presentational equipment.

Working Environment:

The post is currently based at Arndale House and may work at various locations as part of the requirements of the post. The post holder will be expected to travel to meetings and conferences both within and outside of Luton.

Person Specification

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Successful partnership working and able to gain trust and cooperation with a range of potential partners.	1	Experience change management in organisations or partnerships in the public/voluntary sector.	1,2
	Experience of taking part in service reviews and health needs assessments.	1.2	Experience of budget management.	1
			Knowledge of commissioning and commissioning cycle.	1,2
Skills/Abilities	Ability to think and act operationally to evolve	1,2		

C	programmes in the light of experience.			
	Ability to plan and deliver a range of activities, and plans that impact across the department.	1,2		
	Effective interpersonal, presentation, facilitation skills.	2		
	Able to motivate self to achieve improved outcomes.	1,2		
C	Numerate, with developed analytical skills using qualitative and quantitative data and ability to communicate information.	1,2		
Equality Issues	Knowledge and understanding of mechanisms to reduce health inequalities and understanding of equality issues encompassing a whole family approach .	2		
	Lead by example, role modelling ethics, integrity, impartiality and the elimination of bias and promoting a working environment that supports the Councils values.	2		
Specialist Knowledge	Knowledge of health improvement services for children and families .	1,2	Knowledge of health impact assessments, health equity audits.	1
C	Knowledge of the development and evaluation of projects and programmes to improve health outcomes.	1,2	Knowledge of local and national NHS and other relevant data sources and issues of data quality.	1,2
	Understanding of the theory and practice of evidence-based decision-making.	2	Knowledge of principles of behaviour change and social marketing.	1,2
	Understanding of the principles of family hubs.		Able to interpret epidemiological and other social data to make assessments of direction and goals.	1,2
Education and Training C	A Degree in a public health related discipline or equivalent experience.	1,4	Undertake a programme of continuous professional development.	1,2
				1,4

			A Project Management qualification or equivalent experience.	
Other Requirements	Able to attend site visits/meetings throughout the Borough and local region on a daily basis.	1		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018).

Supporting Statement

For your Supporting Statement please ensure you answer the following questions.

- Tell us about your relevant experience, providing examples to demonstrate how you meet the experience criteria on the person specification.
- Tell us about your skills & abilities, providing examples to demonstrate how you meet the skills and ability criteria on the person specification.
- Tell us about your specialist knowledge, education and training relevant to this role as stated on the person specification.
- Tell us about your knowledge and understanding of mechanisms to reduce health inequalities and understanding of equality issues.
- Tell us how you lead by example, role modelling ethics, integrity, impartiality and the elimination of bias and promoting a working environment that supports the Councils values.
- Tell us how you are able to meet the other requirements as stated on the person specification.

Appendix 1
Structure of the Healthy Lives team

