

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Public Health Officer

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Public Health Service was formed in April 2013 when the Public Health and Wellbeing responsibilities were transferred from Primary Care Trusts to the local authority remit.

The public health team has three main duties:

- To take steps to improve the health of the population
- In tandem with central government, take steps to protect the population against threats and hazards and organise efforts to ensure plans are in place to respond to any health protection emergencies
- To provide commissioning advice and support to Integrated Health Systems.

This role will:

- Develop, deliver and monitor public health projects, programmes and initiatives, which support the outcomes of the Public Health Service and to collect, analyse, and present timely, accurate and appropriate performance and management information to both the senior management and wider Public Health team.
- Support an effective service-wide response to legislative requirements
- Ensure procedures and practice guidance reflect best practice and to contribute to policy development within the Public Health Service.

The Public Health Officer will provide an integral role in enabling the service to successfully deliver a broad range of commissioning and transformational initiatives, whilst continuing to meet the responsibilities contained within the section 7a agreement with the Secretary of State.

Accountable to:

This role will work within one of the main portfolio areas in the Public Health team and will report to the Principal role within that portfolio.

Responsibilities:

1. Manage key pieces of public health development work, in line with local and national priorities and emerging legislation, to meet Public Health and Wellbeing Service Plans and national and local public health strategy.
2. Provide process redesign expertise to the Public Health team and be accountable for the planning, co-ordination, facilitation and monitoring of public health change or improvement projects; developing capability and capacity to embed service improvement tools and techniques supporting the continuous modernisation and redesign of traditional service.
3. Identify opportunities to improve and/or simplify directorate processes and seek to remedy these through improved processes, compliance or coaching.

4. Contribute to project planning within specific public health priority areas, ensuring that a clear and transparent plan is maintained and managed using WNC project management methodology to track progress, in order to maintain control of delivering improved services using cost effective processes.
5. Represent Public Health at a range of meetings and be integral to communicating key public health messages.
6. Support health improvement initiatives through engaging clinicians, commissioners and local authority providers in new initiatives to change behaviour, increasing public awareness of risk factors and health promotion.
7. Support health protection planning and the local public health response to major incidents, disease outbreaks or other public health incidents.
8. Monitor changing guidance at a national and regional level, bring attention to the public health areas it will impact and tailor the public health programme according to the population need with the aim of reducing health inequalities.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent oral and written communication skills with ability to present complex messages to a range of audiences from senior management to the media.	E	A, I
Sensible negotiator with practical expectation of what can be achieved	E	A, I
Excellent interpersonal and motivational skills with the ability to influence and negotiate.	E	A, I
Effective planning and organisational skills and ability to support the delivery of projects.	E	A, I
Computer literate, with excellent IT skills in a range of applications.	E	A, I
The ability to manage and/or work on a number of concurrent projects.	E	A, I
Ability to analyse data, public health reports and some experience in evidencing reviews.	E	A, I
Able to act independently, with some guidance from line manager.	E	A, I
Adaptable and flexible approach with ability to work effectively against a backdrop of change and uncertainty.	E	A, I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate a good understanding of NHS and local authority policy, statutory duties and responsibilities.	E	A, I
Able to demonstrate understanding of public health areas of responsibility and functions	E	A, I
Able to demonstrate understanding of public health practice, health promotion and health care evaluation.	E	A, I
Able to demonstrate knowledge of evidence based public health practice.	E	A, I
Some understanding of epidemiological intelligence and data interpretation.	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Able to demonstrate experience of working in NHS or local government cultures and structures.	E	A, I
Experience of working with health, social care and/or the voluntary sector to deliver public health programmes.	E	A, I
Experience of delivering effective multi-agency work including	D	A, I

responding successfully to the challenges of joint working, representing a public health or organisational view and experience of participating in a multi-agency group		
Experience of supporting the development of press releases/media enquiries, freedom of information requests and customer complaints.	D	A, I
Experience of supporting a project through its full cycle and participating in task and finish groups.	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Undergraduate qualification in a Public Health related subject or PH competencies acquired through experience	E	A, I
A postgraduate qualification or working towards UKPHR registration	D	A, I
Project Management qualification or equivalent experience	D	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	PS08	Worker type:	Part-flexible
Salary range:	£41,816 - £45,175	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

