

## **Job Description and Person Specification Job details**

**Job title:** Public Health Officer (Substance Misuse)

**Grade:** Band 7, £40,221

**Directorate and Service area:** Public Health

### **Purpose of the job**

The Public Health Officer will provide an integral role in enabling the directorate 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.

This role will:

- primarily sit under the substance misuse portfolio, and key duties and involvement will be to support the work for the drug and alcohol related deaths reviews and local drug information system.
- develop, deliver, and monitor Public Health projects, programmes and initiatives, which support the outcomes of the Public Health and Wellbeing directorate.
- 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

### **Principal 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. Represent Public Health at local area levels and the Community Wellbeing Forums within North Northamptonshire.
5. Contribute to project planning within specific public health priority areas, ensuring that a clear and transparent plan is maintained and managed using NNC project management methodology to track progress, to maintain control of delivering improved services using cost effective processes.
6. Support health improvement initiatives through collaboration with the voluntary community sector and 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. Identify effective evidence-based interventions and reviewing practice to improve health outcomes for children and families, whilst reducing health inequalities.
9. 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.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

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.

### **Special features of the post**

#### **DBS Disclosure**

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

## Person Specification

Attributes	Essential criteria	Desirable criteria
<b>Education, Qualifications and Training</b>	Educated to degree level in Public Health or hold a professional qualification at a similar level, or equivalent experience	<ul style="list-style-type: none"> <li>• Prince2 Practitioner Level or Equivalent</li> <li>• Either have or working towards Practitioner level registration with UKPHR.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate a good understanding of NHS and local authority policy, statutory duties, and responsibilities</li> <li>• Able to demonstrate understanding of Public Health areas of responsibility and functions</li> <li>• Able to demonstrate understanding of Public Health practice, health promotion and health care evaluation</li> <li>• Able to demonstrate knowledge of evidence based Public Health practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of full cycle experience of managing projects and leading task and finish groups</li> <li>• Experience of working in substance misuse services/setting and/or knowledge and understanding of national drug strategy and its objectives</li> </ul>

Attributes	Essential criteria	Desirable criteria
<b>Ability and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication and presentation skills (for a range of audiences from senior management to the media)</li> <li>• Sensible negotiator with practical expectation of what can be achieved</li> <li>• Excellent interpersonal and motivational skills with the ability to influence and negotiate with stakeholders at all levels.</li> <li>• Ability for presenting complex information to groups and in a simplified way</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to manage and/or work on a number of concurrent projects</li> <li>• Able to act independently, with some guidance from line manager</li> </ul>
<b>Equal Opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate experience of working in NHS or local government cultures and structures.</li> <li>• Experience of working with health and/ or social care professionals to deliver service improvement</li> </ul>	Experience of full cycle experience of managing projects and leading task and finish groups

