

Job Description

Job Title: Public Health Manager – Learning Disability

POSCODE:

Grade: P2

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To contribute to the achievement of Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) objectives to improve, promote and protect the health and wellbeing of the Cambridgeshire population and reduce health inequalities.

To provide robust public health evidence that will ensure that strategic work related to learning disability health and all relevant public health interventions/services is evidence based, provide cost benefits and value for money and achieve the desired health outcomes.

To support the health system in Cambridgeshire and Peterborough and the ICS to undertake literature searches and reviews that will provide an evidence base to underpin system wide strategic work relating to learning disability health and support effective commissioning of learning disability health services. To support the system wide learning disability health partnership in Cambridgeshire and Peterborough to manage and support the production of the Joint mental health and Learning disability Strategy.

Work as part of the Cambridgeshire and Peterborough Mental Health and Learning Disability Accountable Business Unit, on behalf of the Peterborough City Council and Cambridgeshire County Council Public Health Directorate, to support monitoring and evaluation of learning disability health services across the pathway of care in learning disability health.

Attend multi-agency boards as required to provide reports on the evidence base of effective learning disability health commissioning.

To collaborate with a range of organisations to develop, commission and co-ordinate services and be responsible for developing and sustaining partnerships that support the delivery of the Public Health Directorate objectives, the Health and Well Being Strategies, Public Health Outcomes Framework and other relevant strategic drivers.

To co-ordinate the development and delivery of evidence-based communications campaigns to promote health for people with a learning disability to provide information on how to obtain support for health problems.

The post is employed by Cambridgeshire County Council to work across both Cambridgeshire (Peterborough)

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To contribute to the overarching aims of the Cambridgeshire and Peterborough Mental Health, Learning Disability and Autism Accountable Business Unit, to promote health, address health

	problems, provide timely and appropriate health services and reduce health inequalities for people with a learning disability.
2.	To contribute to the Cambridgeshire County Council (CCC) and Peterborough City Council (PCC) objectives to improve, promote and protect the health and wellbeing of the Cambridgeshire and Peterborough population and reduce health inequalities
3.	To provide robust public health evidence that will ensure that the Mental Health, Learning Disability and Autism ABU in Cambridgeshire and Peterborough are commissioning services and providing interventions that are evidence based, provide cost benefits and value for money and achieve the desired health outcomes
4.	To manage the strategic development and production of strategic work in Cambridgeshire and Peterborough relating to Learning Disability Health, ensuring that the work is based on a review of evidence and local data to determine the needs and cost effective commissioning of services/interventions to support the mental wellbeing and address inequalities.
5.	To collaborate with a range of organisations and partners to support the delivery of the Learning Disability Health Strategy
6.	To be responsible for managing the evaluation of specific Public Health and other learning disabilities services and programmes in order to demonstrate any service improvements and outcome achievements.
7.	To receive and secure public health intelligence regarding learning disability health from local, regional and national levels and disseminate to determine commissioning and service developments.
8.	Working with the Mental Health Consultant in the local authority, as well as Commissioners and managers in the wider partnership, to develop, plan and implement a range of evidence based health promotion campaigns using community engagement, social marketing principles, and a range of different media. This will involve working closely with Cambridgeshire County Council and Peterborough City Council and other partner organisations' communication teams to ensure that the public has the correct and consistent information to enable them to make choices
9.	Ensure that service users, carers, staff and wider stakeholders such as the Voluntary and Community Sector (VCS), housing organisations and other service providers are involved in priority setting, and developing plans as well as the delivery of change projects where there is a shared interest.
10.	To liaise with partners from directorates within Cambridgeshire County Council and Peterborough City Council, externally with a wide range of statutory and voluntary organisations and with communities to develop and implement collaborative and innovative health interventions.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Batchelor Degree	Health/Health Improvement/Scientific or related subject.	Essential
Master's Degree	Public Health/Health Improvement or a related subject e.g. Epidemiology	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Understanding of learning disability health	Knowledge of factors that impact the health of people with learning disabilities. Understanding of the wider determinants of health and their impact on the health and wellbeing of people with a learning disability.	Essential
Comprehensive knowledge and understanding of Public Health	The post is required to know and understand the population approach of public health. This includes public health policy and practice. Along with a knowledge of the key public health principles, especially its focus on prevention, supporting wellbeing addressing inequalities and evidence based practice.	Essential
A high level of knowledge and understanding of key public health theories and concepts	Public Health encompasses many theories for example behavioural change, wider determinants of health or Marmot's "Health Gap". The candidate should be able to describe these and their implications	Essential
In depth knowledge of public health in practice	How public health policy and evidence is interpreted and used to implement public health programmes and projects.	Essential
Comprehensive knowledge and understanding of epidemiological theory and practice	Comprehensive understanding of epidemiological theory and how it is used in public health.	Essential
Knowledge of public health evidence for key public health areas and comprehensive in-depth understanding of literature search to obtain and evaluate Public Health evidence	Providing robust public health evidence is a key element of this role. The post is expected to understand the key areas of public health evidence, and how to run and review literature searches to obtain robust	Essential

	evidence that will help inform commissioning decisions	
Knowledge of evidence based cost-effective commissioning of services	The post is required to provide evidence on the cost-effective commissioning of services and would need experience in understanding and applying cost-effective evidence of effectiveness in health-related practice	Essential
Knowledge of evaluation of public health or health interventions.	An understanding of evaluation theories and concepts for evaluating public health, mental health or other health interventions.	Essential
Knowledge of the range of health, social care and other services designed to meet the needs of people with a learning disability	The post will be working across the system of care in mental health and would need to have a good understanding of the services and interventions to promote health	Essential
Good understanding of how inequalities and discrimination impact on health of people with a learning disability, as well as access to and experience of services and outcomes.	The post holder will need to be able to put their work to assimilate evidence on mental health into context in terms of the needs of the population and how to address inequalities	Desired
Skills		
Ability to critically analyse health improvement/ public health research	This requires the post holder to be able to assess and critically evaluate public health evidence	Essential
Ability to undertake literature searches	This requires the post holder to identify evidence of effectiveness and cost benefits to inform policy, commissioning and interventions.	Essential
Ability to understand and interpret epidemiological studies	This skill is required to identify need and the implications for policy and commissioning. It includes the ability to undertake or support needs assessments.	Essential
Ability to understand policy, needs assessment, evidence review and the implications for strategy and commissioning.	The post holder is required to analyse public health policy, evidence, population data and needs assessments to think strategically along with translating strategy into action	Essential
Ability to undertake or support evaluations of public health, health or mental health interventions	The post holder is to be able to undertake or support the development service evaluations as requested and produce evaluation reports.	Essential

Ability to develop and implement effective social marketing and health improvement campaigns in different media campaigns	The post holder is required to collaborate with communications managers to plan, initiate and support social media and mental health improvement campaigns that are based on robust evidence and are in different media	Desirable
Excellent communication and interpersonal skills with the ability to influence, negotiate with, and inspire a diverse range of partners including senior managers.	An ability to communicate and consult with communities and service users. Proven communication skills with health care partners and organisations	Essential
Ability to write reports and presentation skills.	The post holder will compile information and write reports and presentations for different types of audiences.	Essential
Ability to use standard IT packages	The post holder is required to have standard keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint.	Essential
The ability to work with a high degree of autonomy.	The post holder will need to be able to work autonomously to plan and manage their workload while delivering on tasks to deadlines	Essential
Analytical, numerical and financial management skills and the ability to exercise judgement in assessing complex and conflicting information and practical problem-solving skills	The post holder will need to understand budget and be able to analyse and interpret data and information in order to project manage programmes, develop needs assessments and undertake evaluations	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Experience undertaking evidence based literature searches and using the evidence to influence commissioning	Literature reviews and gathering evidence of cost effective services and interventions is a key component of this position	Essential
Experience of partnership working within local government or the NHS and delivering change across complex health and social care system environments.	The post holder will need to establish links with partners and key people within organisations across the pathway for care in mental health in order to communicate evidence, develop needs assessments and strategies	Essential
Experience of developing and leading projects and programmes	This involves taking the lead or managing programmes of work.	Essential
Excellent interpersonal and influencing skills	This requires the post holder to possess the following attributes: <ul style="list-style-type: none"> • Understand the principle of confidentiality • Demonstrate empathy for the concerns of others 	Essential

	<ul style="list-style-type: none"> • Listen to and understand directly and indirectly expressed feelings • Shows respect for others' feelings, views and circumstances 	
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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Job description questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

Job title:		POSCODE <i>(Needed for re-evaluations)</i>	
Reports to (job title):		Directorate/Service:	
Presenting Manager:		Date of evaluation:	
Supporting HR contact person:		New Post	Yes/No
		Re-evaluation:	Yes/No

Job context

Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

Organisation chart (include grades)

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

Change of accountabilities (for re-evaluations only)

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

- changes to the accountabilities
- changes to the essential qualifications, knowledge, skills and experience; or
- changes to the team structure

Communication and influencing

Contact	Nature of interpersonal skills used
Internal	
External	

Supervision and work planning

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

What level of supervision is this post subject to?

What type of priorities is the post holder able to set themselves?

What kind of systems, procedures or 'rules' are set around the job?

Problems encountered

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

At what point does the post holder escalate a problem to a more senior employee?

Decision making

Does the post holder makes a decision based on	a set process to resolve the problem
	a solution based on their past experience
	seek more information to determine the extent of the problem
	use creative thinking to develop new concepts

Please give an example to illustrate the approach to decision making specified above.

Freedom to act

Please give two examples of areas that the post holder has discretion over.

Impact

Financial impacts of the role

Financial measure (e.g. income, expenditure, capital budget)	Amount (£)	Role (Direct control, joint control, advisory/influencing role)

Statistical Information

Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with is 50 or 50,000 payslips.

Physical effort and/or strain

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

Working environment

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

Declarations

All roles – Manager	
JDQ completed by:	
By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.	
Signed:	Date:
Print name:	

Re-evaluations only – Current Post Holder	
Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.	
Signed:	Date:
Print name:	

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

Job title	Hay Line			Score
	Know How	Problem Solving	Accountability	

HR Advisory - Advice given to the manager

Use this section to record any relevant background information and advice that you have given to the manager.
