

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Public Health Officer**

### **Public Health, People Directory**

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.



**West  
Northamptonshire  
Council**

## Purpose and impact:

The post works within the Health Protection Team, of West Northamptonshire Public Health on projects that support the delivery of Health Protection, 'Core Offers' and other Healthcare Public Health functions. Work in collaboration with key partners, coordinating key projects and initiatives that improve health protection across West Northamptonshire, with a strong focus on groups that experience inequalities. This will include projects to support immunisation, screening and other health programmes and initiatives. The post supports with the commissioning of jointly agreed core-offer healthcare services. This will include undertaking research, needs and impact assessments, service reviews, service evaluation, economic reviews, service redesign, performance monitoring and procurement.

## Accountable to:

This role is accountable to Public Health Practitioner. No direct line management responsibility. The role sits within Public Health Team, part of the People Directorate in West Northamptonshire Council.

## 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 project management methodology to track progress, in order to maintain control of delivering improved services using cost effective processes.
5. Represent Public Health at system wide meetings wherever necessary.
6. Support health improvement initiatives through engaging clinicians, commissioners and local authority providers in new initiatives to change behaviour, increase 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
		A, T, I, P, D
<b>Communication</b>		
Good written skills with ability to develop clear and concise documents in a range of styles.	E	A, I, P
Good oral and presentation skills with ability to present complex information in a meaningful way to a variety of audiences.	E	A, I, P
Good interpersonal and communication skills with the ability to influence.	E	A, I, P
<b>Organisational</b>		
Ability to work effectively on concurrent projects and manage own workload.	E	A, I
Able to work independently with skills to deputise for Practitioner when need arises.	E	A, I
Effective planning and organisational skills and ability to support the delivery of projects.	E	A, I
<b>Practical</b>		
Computer literate with good IT skills in standard Microsoft software.	E	A, I
Reasonable ability to analyse data, public health reports and some experience of evidencing reviews	E	A, I
Flexible approach with ability to work against a backdrop of change and uncertainty, is adaptable to situations and can work with people of all capabilities and attitudes.	E	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> 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
		A, T, I, P, D
Able to demonstrate some understanding of public health competencies, practice and health care evaluation.	E	A, I, P
Some understanding of epidemiological intelligence and data interpretation.	E	A, I, P
Able to demonstrate some understanding of NHS and Local Authority policy, statutory duties and responsibilities.	E	A, I, P

Relevant experience:	Essential / Desirable	Measured by
		A, T, I, P, D

<b>Management</b>		
Some experience of line management and/or mentoring.	D	A, I, P
<b>Work Planning/Delivery</b>		
Experience of working in collaboration with Health and Social Care and/or the Voluntary Sector to deliver Public Health programmes.	E	A, I, P
Experience of delivering effective multi-agency work including responding successfully to the challenges of joint working, representing a public health or organisational view and experience of participating in a multi-agency group	D	A, I, P
Experience of working in NHS, Local Government or Voluntary Sector cultures and structures.	E	A, I, P
<b>Project Planning</b>		
Experience of supporting a project through its full cycle and participating in task and finish groups.	E	A, I, P
<b>Communication</b>		
Experience of supporting the development of press releases/media enquiries, freedom of information requests and customer complaints.	D	A, I, P

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
		A, T, I, P, D
Undergraduate qualification in a Public Health related subject or PH competencies acquired through experience	E	A, D
Project Management Qualification or equivalent experience	D	A, I, D
Working towards a Degree/Postgrad qualification in a PH related subject and/or working towards registration for UKPHR/NMC/GMC	D	A, D

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.

**Additional pre-employment checks specific to this role include:**

Enhanced Disclosure and Barring Service check

## Day-to-day in the role:

<b>Hours:</b>	37 per week	<b>Primary work base:</b>	One Angel Square Northampton
<b>Job family band:</b>	8	<b>Worker type:</b>	Flexible <b>Part-flexible</b> Fixed Field-based worker
<b>Salary range:</b>	£40,316 to £43,675	<b>Budget responsibility:</b>	NA
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

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.

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

