



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

**Job title:** Public Health Officer – Oral Health

**Grade:** NNC Band 7 (£42,839 - £46,142)

**Directorate and Service area:** Public Health

### **Purpose of the job**

We are seeking a highly motivated and enthusiastic Oral Health Improvement Officer to join our Public Health Team.

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.

## **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 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 public health related processes and seek to remedy these through improved processes, compliance or coaching.
4. Contribute to or lead project planning within specific public health priority areas, ensuring that a clear and transparent plan is maintained, managed and progress tracked appropriately, in order to maintain control of delivering improved services using cost effective processes.
5. Represent Public Health at the Health and Wellbeing Forum within Northamptonshire and identify opportunities to work with partners to improve and embed consideration of health and wellbeing in policies and procedures.
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.

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation or the Public Health Directorate.

### **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**

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 a management related discipline or hold a professional qualification (such as finance or procurement) at a similar level	A formal qualification in or working towards a Public Health or related discipline  Prince2 Practitioner Level or Equivalent
<b>Experience and Knowledge</b>	<p>Able to demonstrate a good understanding of NHS and local authority policy, statutory duties and responsibilities.</p> <p>Able to demonstrate understanding of public health areas of responsibility and functions.</p> <p>Able to demonstrate understanding of public health practice, health promotion and health care evaluation.</p> <p>Able to demonstrate knowledge of evidence based public health practice.</p>	Able to demonstrate relevant dentistry knowledge

Attributes	Essential criteria	Desirable criteria
<b>Ability and Skills</b>	<p>Excellent oral and written communication and presentation skills (for a range of audiences from senior management to the media).</p> <p>Sensible negotiator with practical expectation of what can be achieved</p> <p>Excellent interpersonal and motivational skills with the ability to influence and negotiate.</p> <p>Ability for presenting complex information to groups and in a simplified way</p> <p>Computer literate.</p>	<p>The ability to manage and/or work on a number of concurrent projects.</p> <p>Able to act independently, with some guidance from line manager.</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Attributes	Essential criteria	Desirable criteria
Additional Factors	<p>Able to demonstrate experience of working in NHS or local government cultures and structures.</p> <p>Experience of working with health and/ or social care professionals to deliver service improvement.</p>	Experience of full cycle experience of managing projects and leading task and finish groups.