

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Consultant in Public Health/Consultant in Public Health Medicine	
Salary Grade:	Salary: £91,615.00 to £103,835.00 per annum Plus on call supplement (see section 6, on call requirement category A medium frequency)	Grade: Senior Grade B
Hours:	37 hr per week - we are open to discussions about flexible working	
Team:	Public Health and Community Safety	
Service Area:	Public Health	
Primary Location:	County Hall, Oxford. You will be required to work from this location and from home in an agile manner. Travel may be necessary and the post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within Oxfordshire.	
Budget responsibility:	Variable	
Responsible to:	<p>The postholder will be dually accountable:</p> <ul style="list-style-type: none"> Professionally to Oxfordshire County Council through the Director of Public Health Managerially to Oxfordshire County Council either through the Director of Public Health or the Deputy Director of Public Health as agreed on appointment. 	
Responsible for:	<p>Strategically responsible for:</p> <p>The postholder will act as a change agent, improving health outcomes in Oxfordshire through systems and partnership working. Their work will be informed through assessment of need, an understanding of methods of meeting those needs and of approaches to gaining ownership across organisations and communities. The areas for which you will provide direct leadership will be agreed in your job plan and may change over time in line with the needs of the organisation.</p> <p>Managerially responsibility:</p> <p>Numbers and posts will vary in line with lead areas agreed in the job plan, but may include:</p> <ul style="list-style-type: none"> Health Improvement Principals Health Improvement Practitioners / Information specialists Business Administration 	



Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

1. Appointment

This is a 0.5 WTE replacement post for a CPH/CPHM to Oxfordshire County Council. The post holder may be required to work at any establishment at any time throughout the duration of the contract, normally within the location of Oxfordshire. Currently the main base for the public health team is at County Hall in the centre of Oxford. The postholder is a health professional treating a population/community. The population served is the population of the county of Oxfordshire, however public health advice is provided to the local health economy which includes practice populations outside the authority and the wider NHS configuration under which Oxfordshire exists (currently Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System (BOB ICS)).

2. Job Summary

Oxfordshire County Council is a dynamic organisation with public health at its heart. As the precise roles and functions of the directorate and organisation change over time, arrangements are inevitably fluid. The post holder will be expected to take an active role in the development of the organisation and the directorate and to take a creative and flexible attitude to changes in roles and function. Any changes will, however, be agreed with the post holder.

On behalf of the local authority, the postholder working with the DPH, Deputy DPH and other consultant colleagues will lead on improving the health and wellbeing of the residents which is underpinned by the statutory duty placed on local government to take such steps as it considers appropriate to improve health of its residents. The postholder will take responsibility for a set of strategic objectives of the local authority and the Health & Wellbeing Board in line with the agreed job plan and will act as a change agent to enable delivery of relevant outcome indicators from the public health, NHS and social care outcome frameworks. The postholder will be expected to work across organisations, be able to influence budgets held by those organisations as well as advocate for change effectively. They will hold direct managerial responsibility for services and budgets which directly contribute to these objectives and will also have greater strategic responsibilities across the council and other agencies.

Strategic objectives for this senior post will be negotiated according to organisational requirements, key priorities and expertise within the directorate and will be outlined in the job annual job plan. The lead areas will be agreed by the DPH in negotiation with the postholder but may include:

- a. Ensure development and maintenance of systems and processes to enable the authority to work with partners to respond to major incidents including health protection threats. He or she on behalf of the authority and the DPH will lead on those aspects that the Secretary of State delegates to the authority. She/he will ensure that partner organisations (UKHSA, OHID, the ICS, and NHS England) have appropriate mechanisms, to enable surge capacity to be delivered as and when required.
- b. On behalf of the authority to take responsibility for ensuring delivery of the public health mandated services such that the full range of benefits are delivered to residents of the authority. These services include sexual health services, NHS Health Checks, specialist public health support to the NHS. This will include taking responsibility for the relevant outcome indicators within Public Health, NHS (and Social Care) Outcome Frameworks and working across organisational boundaries.
- c. To lead work across all Council directorates as well as influencing partnership boards (dealing with health determinants) to maximise health improvement opportunities and the reduction of inequalities in health outcomes amongst residents. This will include using the Outcome



Frameworks as well as exploring other relevant routinely collected data systems for suitable indicators.

- d. To lead on improving health and social outcomes for a particular client group; early years, children, working adults, older adults, learning disabilities, mental health etc.

The work will include working across the entire Council, NHS bodies (the Council has a statutory duty to provide public health advice to local NHS commissioners and the Council's Health and Well Being Board has a coordinating role for the whole of the health and care system) and other partner agencies. It will also involve influencing private sector, voluntary sector and community sector organisations that can impact on health and influencing the attitudes and behaviour both of professionals and of the population generally.

In delivering the strategic objectives the postholder will be expected to demonstrate expertise in the full range of relevant competencies as set out by the Faculty of Public Health. This includes evaluation techniques, policy analysis and translation and ability to communicate effectively with a range of stakeholders including politicians. In addition to any direct responsibility for managing staff or budgets, he/she will be responsible for change and improvement in the agreed areas of work and for supporting the delivery of the statutory duty of the Council to take the steps it considers necessary to improve the health of its communities.

3. The employing organisation and other organisations within the scope of the work

Oxfordshire County Council is an upper tier local authority with responsibility for public health. It works closely with the city and district councils; voluntary sector, Local Enterprise Partnership, and many other organisations to address the needs of the local population.

Oxfordshire County Council is co-terminus with the Oxfordshire Integrated Care Partnership with whom it has close working relations. Acute and Maternity Services are provided locally by Oxford University Hospitals NHS Foundation Trust whilst community and mental health services are provided by Oxford Health NHS Foundation Trust. Health Protection Advice is provided by UKHSA Thames Valley Health Protection Team (South East) based in Chilton, Oxfordshire.

4. Public Health Arrangements

4.1 Current staffing of the Department/Directorate of Public Health

Current Structure Chart Attached:

The postholder reports either to the Director of Public Health or their Deputy as agreed on appointment. The postholder will manage a small team in line with responsibilities outlined within the job plan. Team management is in a range of 3-12 staff, direct line management would be less than 6 and typically 1 or 2. The postholder will also have training responsibilities which will include supervision of trainees on placements within the department. Support to the local practitioner development programme; local appraisal system and faculty support is also encouraged.

4.2 Resources

The postholder will be supported by the directorate's business and administrative support and the organisation's support services including ICT and library resource. Individuals will be supported to use the organisations self-service functionality and working with the DPH will be expected to make best use of both public health department resources as well as influence the resources in the Council as a whole.

4.3. Training and CPD arrangements

The department is approved for the training of public health specialists (Foundation Programme trainees and Specialty Registrars in Public Health), The postholder will be expected to become an



Educational Supervisor and to take part in local training and CPD opportunities. A wide range of teaching and training opportunities are available at Oxford's Universities and other higher educational establishments. Educational activities are given a high priority.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.

5. The strategic responsibility and key tasks

The strategic responsibilities of the postholder are outlined in the job plan. In delivering these responsibilities the postholder is expected to demonstrate expertise across the full range of relevant competencies as set out by the Faculty of Public Health (Appendix 1) and where required, take responsibility for resolving operational issues. In negotiation with the DPH (&/or the Council), the postholder may be asked to take on responsibilities that are underpinned by any of the FPH competencies. Postholders will be expected to maintain both the general expertise as well as develop topic-based expertise as required by the DPH and will be expected to deputise for the DPH and Deputy DPH as and when required.

The range of duties expected of the postholder include:

- a. Taking responsibility for a range of public health issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in health and wellbeing.
- b. Providing briefings on the health and wellbeing needs of local communities to Councillors, Council Officers, NHS Commissioners, the 3rd sector, the public and partners. Where required to do so, the postholder will provide verbal briefing to Councillors, other colleagues and stakeholders in person which may be at short notice.
- c. Taking responsibility for development, implementation and delivery of policies. This may include taking the lead in developing detailed inter-agency and interdisciplinary strategic plans and programmes based on needs assessments which may lead to service specifications. The postholder will be expected to contribute appropriately to the procurement process.
- d. Providing expert public health support and whole system leadership to ensure an evidence-based approach for commissioning and developing high quality equitable services, within and across a range of organizations including voluntary, public and private sector. This includes the health service component of the mandated core service. This will include expertise in evaluation and development of appropriate key performance indicators.
- e. Utilising (and if appropriate developing) information and intelligence systems to underpin public health action across disciplines and organisations. This may include providing leadership for collation and interpretation of relevant data including production of the Joint Strategic Needs Assessment. Working with the DPH, this will include the integration of the appropriate elements of the public health, NHS and social care outcomes frameworks within the systems developed by the local authority as well as with relevant partner organisations.
- f. Supporting the DPH in the development and implementation of robust strategies for improving the health and wellbeing of local communities including ensuring qualitative and/or quantitative measurements are in place to demonstrate improvements. This may include taking responsibility for the judicious use of the ring-fenced public health grant and/or working with NHS Commissioners, Trusts, the contractor professions and UKHSA/OHID.
- g. Providing the key local authority link to the research community, providing advice/support to colleagues and co-ordinating appropriate access to scientific information. The postholder will be expected to take part in relevant research networks and to influence research programmes of such networks so that the research needs of the local authority are taken into account.



- h. Taking responsibility for the training obligations of the directorate, including becoming the Educational Supervisor. These duties will be agreed jointly with the relevant Head of the School of Public Health.

Underpinning much of these duties are public health tasks such as;

- i. Undertaking health needs assessments as required to enable actions to be taken to improve the health of the local population.
- j. Developing prioritisation techniques and managing their application to policies, services and to help resolve issues such as the investment-disinvestment debate
- k. Effective communication of complex concepts, science and data and their implications for local communities, to a range of stakeholders with very different backgrounds.
- l. Understanding of evaluation frameworks and applying those frameworks to the benefit of local communities.
- m. A capacity to apply the scientific body of knowledge on public health to the policies and services necessary to improve health and to formulate clear practical evidence-based recommendations
- n. The understanding of human and organisational behaviour and the application of this knowledge to the achievement of change.
- o. Inspire commitment to public health outcomes and to prevention as a core feature of public sector reform

6. Management arrangements and responsibilities

The postholder will be professionally accountable to Oxfordshire County Council via the DPH and managerially accountable to the Oxfordshire County Council via the Deputy Director of Public Health. Professional appraisal will be required. An initial job plan will be agreed with the successful candidate prior to that individual taking up the post based on the draft job plan attached. This job plan will be reviewed as part of the annual job planning process.

The postholder:

- a. will manage 3-12 staff (including trainees) with a maximum of 6 direct line reports and will be accountable for recruitment, appraisals, disciplinary and grievance procedures for directly line managed staff. The precise number of staff will be dependent on the responsibilities agreed in the job plan.
- b. will manage budgets for lead areas outlined in the job plan and be an authorised signatory as outlined in the council scheme of delegation.
- c. will be expected to take part in on call arrangements for communicable disease control/health protection as part of local resilience arrangement (Classified as category A medium frequency 5% of a 10 programmed Activity Consultant Salary for out of hours on call arrangements)
- d. will be expected to deputise for the Director and Deputy Director as required

7. Professional obligations

These include:

- a. Participate in the organisation's staff appraisal scheme and quality improvement programme, and ensure appraisal and development of any staff for which s/he is responsible
- b. Contribute actively to the training programme for Foundation Year Doctors/ Specialty Registrars in Public Health and LAs management trainees as appropriate, and to the training of



practitioners and primary care professionals within the locality

- c. Undertake an annual professional appraisal including completion of a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate. In agreement with the DPH, contribute to the wider the public health professional system by becoming an appraiser for a specified period of time.
- d. In agreement with the DPH may contribute as an appraiser to the professional appraisal system
- e. Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice and UKPHR requirements
- f. Contribute to professional leadership within the health system
- g. It is a duty of a health professional to foster scientific integrity, freedom of scientific publications, and freedom of debate on health matters, and public health professionals have a further responsibility to promote good governance and open government.
- h. Public health practice must be carried out within the ethical framework of the health professions.
- i. The postholder will be expected to maintain effective, courageous, and responsible public health advocacy

These professional obligations should be reflected in the job plan. The post-holder may also have external professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the line manager.

8. Personal Qualities

The strategic objectives of the post are outlined in the annual job plan. The postholder will deal with complex public health and wellbeing challenges in a multi-organisational environment with widely differing governance and finance system and organizational cultures. It is expected that the postholder will be able to cope with such circumstances as well as multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, political awareness and negotiation and motivation skills as well as flexibility and sensitivity are required. The post holder will advise the health and wellbeing board and make recommendations regarding services, residents' care and wider determinants of health and therefore a high level of tact, diplomacy and leadership is required including the ability work within the local political and at the same time maintain the ability to challenge and advocate for effective working and on specific issues in order to achieve public health outcomes. The achievement of public health outcomes and the successful pursuit of change are the purpose of the job and the metric against which performance will be assessed.

Appendix 1

FACULTY OF PUBLIC HEALTH COMPETENCIES **(2015 PH Specialty Training Curriculum)**

Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

Policy and strategy development and implementation

To be able to influence and contribute to the development of policy as well as lead the development and implementation of a strategy.

Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

Health Improvement, Determinants of Health and Health Communications

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

Academic public health

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

Professional, personal and ethical development

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practise within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

Integration and application of competencies for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.



Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005. Further amended in June 2015, and September 2018

Essential Criteria

Assessed By:

Education/Qualifications	
Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)	D
<i>If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice</i>	D
Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers <i>[see shortlisting notes below for additional guidance]</i>	D
If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT <i>[see shortlisting notes below for additional guidance]</i>	D
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	I
MFPH by examination, by exemption or by assessment	D



Personal qualities	
Able to influence senior members including directors and CEOs	I
Able to work with political members and variety of external and internal partners with competing priorities	I
Able to both lead teams and to able to contribute effectively in teams led by junior colleagues	I
Commitment to work within a political system irrespective of personal political affiliations	I
Experience	
Delivery of successful change management programmes across organizational boundaries	A
Experience of using complex information to explain public health issues to a range of audiences	A
Skills	
Strategic thinker with proven leadership skills with political and operational nous	I/A
Able to demonstrate and motivate organisations to contribute to improving the public's health and wellbeing through mainstream activities and within resources	I/A
Ability to lead and manage the response successfully in unplanned and unforeseen circumstances	I/A
Analytical skills able to utilize both qualitative (including health economics) and quantitative information	A
Ability to design, develop, interpret and implement strategies and policies	A
Ability to influence key senior stakeholders and partners through different communication styles	I/A
Ability to work within complex political environments as well as across organisational boundaries as a key corporate player to deliver on systemwide outcomes.	I/A
Knowledge	
In depth understanding of the health and care system and the relationships with both local national government	I
In depth knowledge of methods of developing clinical quality assurance, quality improvement, evaluations and evidence based public health practice	A
Strong and demonstrable understanding of interfaces between health, social care and key partners (dealing with wider determinants of health)	I

Understanding of the public sector duty and the inequality duty and their application to public health practice	A
This is a Politically Restricted Post	

Desirable Criteria

Assessed By:

Education / Qualifications	
Master's in Public Health or equivalent	D
Experience	
Media experience demonstrating delivery of effective health behaviour or health promotion messages	I

Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) **must provide verifiable signed documentary evidence** that an application for inclusion on one of these specialist registers is **guaranteed** and is simply the time taken to process application.

1. Applicants in training grades

1.1 Medical and dental applicants

All medical/dental applicants must have Full and Specialist registration (with a license to practice) with the General Medical Council or General Dental Council (GMC/GDC), **or be eligible for registration within six months of interview**. Once a candidate is a holder of the Certificate of Completion of Training (CCT), registration with the relevant register is guaranteed.

Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview demonstrated by a letter from the Training Programme.

1.2 Non-Medical Applicants in training programme

All nonmedical applicants must be registered with the UKPHR **or be registered within six months of the interview**. Applicants must provide proof (confirmation from UKPHR or the CCT) of this at interview.

2. Applicants in non-training grades

Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT.

Applicants from a medical background would normally be expected to have gained full specialist registration with the GMC through the Certificate of Eligibility for Specialist Registration (CESR) route. However, exceptionally, individuals who can demonstrate that they have submitted CESR application to the GMC may be considered for shortlisting.



Applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. **Suitable evidence at interview will be a letter from the UKPHR setting out likelihood of acceptance of portfolio.**

Employers are advised that individuals should not take up consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers. The exception to this is when the candidate holds the CCT.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.

Section C: Pre-employment Checks

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. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input checked="" type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	



Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	



Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

GENERAL CONDITIONS

Local authority employers should add the following as appropriate to their policies and procedures.

Terms and Conditions of service

Oxfordshire County Council's Senior Managers Terms and Conditions of Service

On call arrangements

The postholder will be expected to be on call for health protection and public health and to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Oxfordshire. Suitable training will be provided for those who need it in discussion with Public Health England.

Indemnity

Oxfordshire County Council the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of the Oxfordshire County Council and for private activity within Oxfordshire County Council.

Flexibility

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

A consultant has an obligation not to disclose (other than in accordance with GMC guidelines) any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she has a duty of candour and should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

Data Protection

If required to do so, the postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the General Data Protection Regulation (GDPR).



Health and Safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Smoking policy

The employing organisation has a policy that smoking is not allowed in the workplace.

Equal Opportunities policy

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place, and it is for each employee to contribute to its success.

