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:	Health Improvement Practitioner – Specialist to Advanced
Grade	Grade 11 to Grade 12 (SCP 31 to 34' and 35 to 38)
Hours:	18.5 (FTE 0.5)
Team:	Live Well Promote and Prevent
Service Area:	Public Health
Primary Location:	The primary location is County Hall (Oxford) and you will be required to work from this location and work from home in an agile manner. It should be recognised that for this particular post, travel throughout Oxfordshire will be required in order to visit workplaces. In addition, the post holder may be required to work at any establishment at any time throughout the duration of his/her contract, normally within Oxfordshire.
Budget responsibility:	£10,000
Responsible to:	Public Health Principal
Responsible for:	Project Officers

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Job Purpose

This is a brief overview of the key objectives of the job. This post provides public health expertise for a broad portfolio of work programmes that aim to improve and protect the public's health and reduce health inequalities between individuals, groups and communities through co-ordinated system-wide action. The post holder will have responsibility for a range of technical, contextual and delivery functions that cover key areas of public health practice including:

- Use of public health intelligence to survey and assess a population's health and wellbeing.
- Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations
- Policy and strategy development and implementation
- Leadership and collaborative working for health
- Health Improvement, Determinants of Health, and Health Communication
- Health Protection
- Health and Care Public Health
- Public Health Intelligence (Knowledge and Intelligence)
- Public Health Research and Development
- Service Improvement
- Ethically managing self, people and resources
- Providing flexible cross cover for other members of the public health team.

Designated areas of responsibility, accountability and objectives for this post will be agreed annually according to organisational requirements and key priorities within the Public Health team. This record will also include specific information on reporting arrangements.

This post holder is responsible for ensuring that all relevant County Council policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

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

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

- To provide, receive and analyse and interpret complex epidemiological and statistical data about the health of populations so that it can be reported to the Employing Authority and key stakeholders including the NHS, Local government and voluntary organisations.
- To facilitate the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment, health equity audit and the identification of priorities and programmes for public health action
- The development of reports and presentations in order to communicate complex public health information in a format suitable for varying audiences including professional partnership groups across a wide range of agencies, public meetings and the media, in situations where there may be barriers to understanding.
- Support the ongoing maintenance and development of local public health surveillance systems ensuring that local trends are monitored effectively.

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

- To provide specialist public health advice to support and inform the delivery of high-quality evidence based public health programmes and services
- To develop monitoring and evaluation frameworks to assess the effectiveness of local public health programmes and services as part of the public health commissioning cycle
- To monitor and evaluate of local public health programmes and services ensuring that the findings result in continuous service improvement.
- To monitor budgets, be a cost centre manager and act according to the financial scheme of delegation.
- To maintain a specialist knowledge of the current public health evidence base for designated work areas

Policy and strategy development and implementation

- To interpret and implement national public health policy at a local level, ensuring relevance to the local population, within designated work areas.
- Support the development, implementation and evaluation of long-term multi-agency plans and strategies to achieve health gain for the local population based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.
- Facilitate collaboration with partner organisations when consulting on key strategy developments and implementation plans.
- Contribute to public health policy development at a local or regional level through the provision of expert advice within specified work areas

Leadership and collaborative working for health

- Support colleagues across the organisation and other key partners to ensure that health improvement and inequalities targets are integrated within commissioning and service delivery plans.
- Work in partnership with statutory, non-statutory, voluntary and private sectors to promote effective collaborative working to achieve shared health improvement priorities.
- Actively develop the wider public health workforce to ensure shared priorities can be achieved. This may include supporting the development and delivery of specialist training packages.

- Contribute specialist knowledge and information, including interpreting and communicating key public health messages, to a wide range of audiences including councillors, health professionals and the general public.
- Support the development, implementation and evaluation of long-term public health plans and strategies, impacting on a range of community agencies and strategic partnerships to improve health and reduce local health inequalities
- Facilitate public involvement and consultation exercises on designated issues, promoting dialogue with community groups and working in partnership with public involvement leads.

Health Improvement, Determinants of Health, and Health Communication

- Facilitate the commissioning of designated health improvement programmes, ensuring that they effectively target vulnerable groups to reduce local health inequalities
- Facilitate the development and implementation of health improvement interventions targeting local communities, vulnerable groups and hard to reach populations, helping them to take action to tackle longstanding health inequality issues, using community development approaches as appropriate.
- Provide public health expertise to ensure effective community involvement in developing and evaluating health improvement interventions at a local level

Health Protection

- Contribute to the organisational response to public health emergencies including communicable disease outbreaks and major incidents involving chemical, biological or radiological hazards
- Support the development and implementation of policies which protect the health of the population in relation to communicable disease and environmental hazards applicable to designated work areas.

Health Care Public Health

- To be able to support the improvement in 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.

Public Health Intelligence (Knowledge and Intelligence)

- Analyse, evaluate and interpret data and critically appraise research evidence from a range of sources to inform the development and review of public health interventions
- Compare, analyse and enable the development of options for addressing public health priorities
- Support the presentation and communication of public health data in a way that promotes understanding of complex issues, to a wide range of audiences influences decision-making and supports community engagement.
- Support the process of identifying robust health outcome measures to monitor and evaluation public health interventions
- Develop and maintain an appropriate level of technical skill in managing and manipulating public health information databases in relation to designated work areas

Research and Development

- Maintain an up-to-date specialist knowledge of appropriate research and policy to inform service developments for designated work areas
- Provide, receive and analyse and interpret complex information in various formats which involves seeking out, critically appraising and interpreting research evidence and statistics.
- Seek out, promote and implement evidence-based practice informed by current research
- Support the commissioning of public health research and audit of services in lead areas, including Health Equity Audits, Health Needs Assessments, Public Consultation and evaluative research surveys to inform the delivery of equitable and effective services.

Service Improvement

- Performance monitoring of public health services and programmes, to enable identification of areas of poor performance and the delivery of recovery plans to improve service outcomes

- Develop public health services and programmes using project management skills to ensure the effective and fair targeting of resources.
- Identify and share good practice to improve the delivery of local public health services and programmes
- Support evidence-based commissioning and the prioritisation of health and social care services for the population in order to maximise health outcomes.
- Ensure that national service standards and guidance including NICE and National Service Frameworks are implemented within designated work areas.

Ethically managing self, people and resources

- Manage a varying and unpredictable workload to meet the needs of the Directorate
- May be required to line manage members of the team and / or project manage staff in other Directorates or Organisations. This may include supervising work, managing performance and leading on recruitment, selection, appraisal and staff development.
- Manage and monitor delegated public health budgets, commission public health programmes and to take responsibility for managing any physical assets of local public health services as agreed and appropriate.
- Participate in continuing professional development in accordance with an agreed personal development plan.
- Deal effectively with conflict within the team and with partner organisations to gain and maintain good working relationships.
- Be an authorised signatory for selected Public Health Budgets.

Human Resources

- To support staff in developing an effective work/life balance.
- To be responsible for ensuring that own annual performance review in line with the OCC Policy is completed and that there is an up-to-date Personal Development Plan.
- To be responsible for own professional development and to participate in the organisational Performance Review Process.

Physical Skills, Physical Effort and Mental Effort

- To be competent in using a keyboard and basic IT packages.
- May be required to lift and move public health materials to public venues
- Concentration effort required in the development and analysis of public health reports.

Information

- To be responsible for maintaining the confidentiality of all patient and staff records in your area.
- To be responsible for ensuring that all staff within the department adheres to all areas of the Data Security Policy held.
- To be responsible for addressing all training needs of yourself and this should be done in line with organisational policy.

Code of Conduct

- Post holders are expected to comply with organisational schemes of delegation, standing financial instructions, policies, procedures and guidelines.

Equal Opportunities/Diversity

- The organisation is committed to an Equal Opportunities Policy which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sex, sexuality, age, marital status, ethnic origin or disability. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users.

OXFORDSHIRE COUNTY COUNCIL

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). The criteria are aligned to our corporate values.

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.

Essential Criteria	Assessed By:
1. Knowledge, Training and Experience	
• Degree, or equivalent professional qualification, in Public Health or a related allied field.	A / D
• At least three years working in health improvement, health protection or health care public health within a health service or local authority or other relevant setting with a specialised knowledge developed across a range of programmes.	A / I
• Demonstrable evidence of continuing professional development (CPD)	A / D / I
2. Communication and Relationship Skills	
• Knowledge and experience of working with a range of organisations and co-ordinating multi-agency groups.	A / I
• Ability to actively communicate sensitive information to a range of different agencies on a range of issues using a range of communication, interpersonal and presentation skills.	A / I / P
• Experience of negotiating and influencing.	A / I
3. Planning and Organisational Skills	
• Ability to plan and organise several complex work activities or programmes using project management skills.	A / I
4. Responsibility for Individuals, Groups and/or Communities	
• Experience of providing specialised health improvement, health protection or health care public health advice or information which facilitates change and supports the health and well-being of individuals, groups and/or communities.	A / I
5. Responsibility for Policy / Service Development	
• Knowledge of national public health strategy and polices, with experience of associated implementation and monitoring of these at a local level.	A / I
6. Analytical and Judgement Skills	A / I

• Knowledge and experience of using and interpreting public health information and health needs assessments.	
7. Values and Behaviours • Evidence of displaying the Council's values and behaviours in all that you do: a. Always learning – We create an environment that enables people to grow and develop; we seek feedback, we act on it; we always look to be even better; learning from our mistakes. b. Be kind and care - We value our staff; we respect and treat everyone with understanding and compassion; we care not just for our customers but each other. We take care of our own and others well-being. c. Equality and integrity in all we do - We embrace equality, diversity and inclusion; valuing the difference in others. We always act with integrity, working in honest, ethical and supportive ways, building effective relationships; we trust each other to do what we promise. d. Taking responsibility - We hold ourselves accountable, take responsibility for what and how we deliver; we give and seek to be empowered to make a difference; we actively contribute to delivering the best for all. e. Daring to do it differently - We innovate, we look to do things differently and improve the way we do things every day; we're not satisfied with the status quo and work creatively to solve problem.	A / I
Desirable Criteria	**Assessed By:**
1. Knowledge, Training and Experience At least one of the following: • Post Graduate Qualification (Masters Level) in Public Health or related allied field. • On the UK Public Health Register (UKPHR) as a Public Health Practitioner. • At least five years working in health improvement, health protection or health care public health within a health service or local authority or other relevant setting with a highly specialised knowledge developed across a range of programmes.	A / D A / D A / I A/I
2. Responsibility for Research and Development • Knowledge and experience of undertaking public health research, audits, public facing surveys and evaluation.	A / I
3. Responsibility for Information Resources • Experience of writing and developing business cases, bids and reports.	A / I
4. Responsibility for Human Resources • Experience of Human Resource processes, including recruitment, selection, appraisal and co-ordination of staff.	A / I
5. Responsibility for Financial and Physical Resource At least one of the following: • Experience of management and financial decisions for project budgets, including authorising payments for goods and services. • Experience of monitoring budgets and has held delegated budgets.	A / I

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:

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	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 and 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).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☑	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
☐	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
☑	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public
☐	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.