

Job Description

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:	Public Health Principal
Salary:	£65,675- £69,215 (26/27 payscale)
Grade:	OCC Grade 16
Hours:	37 - We are open to discussions about flexible working
Team:	Public Health
Service Area:	Healthy Place Shaping
Primary Location:	Oxford location <i>Please note Oxfordshire County Council (OCC) are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at OCC is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.</i>
Budget responsibility:	Up to £50,000
Responsible to:	Consultant in Public Health
Responsible for:	Health Improvement Practitioner, trainees on a project basis or similar

Job Purpose

This is a strategic post which provides public health leadership and 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
- Strategic 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)
- Academic Public Health (Research and Development)

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 policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

This is a bullet point 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 well-being

- To interpret, provide and advise on complex epidemiological and statistical data about the health of populations to the organisation and key stakeholders including the NHS, Local Authority and voluntary organisations.
- To ensure 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 for public health action.
- Develop and present reports and presentations in order to communicate complex public health information in a format suitable for varying audiences including professional partnership groups, 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.
- To compare, analyse and advise on options for addressing public health priorities.
- To develop and maintain a good level of technical skill in managing and manipulating public health information databases in relation to designated work areas.

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 advise on the development of monitoring and evaluation frameworks to assess the effectiveness of local public health programmes and services as part of the public health commissioning cycle.
- To provide leadership for the monitoring and evaluation of local public health programmes and services ensuring that the findings result in continuous service improvement.
- To maintain a specialist knowledge of the current public health evidence base for designated work areas.

Policy and strategy development and implementation.

- Be responsible for interpreting and implementing national public health policy at a local level, ensuring relevance to the local population, within designated work areas.
- Develop, implement and evaluate 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.
- Collaborate with partner organisations when consulting on key strategy developments and implementation plans.
- Delegate policy implementation to others across the organisation and partner agencies in a way that ensures effective delivery.
- Contribute to public health policy development at a local or regional level through the provision of expert advice within specified work areas.

Strategic leadership and collaborative working for health

- Collaborate with 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 the development and delivery of specialist training packages.
- Contribute highly developed 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.

- Develop, implement and evaluate 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.
- Lead on 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

- To be responsible for commissioning designated health improvement programmes, ensuring that they effectively target vulnerable groups to reduce local health inequalities.
- To provide highly specialised advice and expertise on the delivery of health improvement services.
- To develop and implement 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.
- To provide public health expertise to ensure effective community involvement in developing and evaluating health improvement interventions at a local level.

Health Protection

- To contribute to the organisational response to public health emergencies including communicable disease outbreaks and major incidents involving chemical, biological or radiological hazards. This may include participation in out of hours on call duties.
- To develop and implement policies which protect the health of the population in relation to communicable disease and environmental hazards applicable to designated work areas.
- To advise on the quality of local health protection programmes delivered by Provider organisations as 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.

Academic Public Health (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 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.
- Undertake and commission 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.
- Provide public health expertise in the development of research bids that partner agencies submit.
- Develop links with academic centres to ensure the work of the organisation and partner agencies is based on a sound research and evidence base.

The post holder may also have responsibility for a range of other duties to carry out the full remit of the role including:

Service Improvement

- Monitor the performance of public health services and programmes within designated work areas, identifying areas of poor performance and co-ordinating the delivery of recovery plans to improve service outcomes.
- Develop and lead 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.
- Provide expert advice to 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.
- Advise on mechanisms to support continual service improvement including audit and evaluation.

Ethically managing self, people and resources

- Manage a varying and unpredictable workload to meet the needs of the Directorate/organisation.
- 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 own annual performance review is completed in line with the organisational policies and that there is an up-to-date annual Personal Development Plan.

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 resident and staff records in your area.
- To be responsible for ensuring that you and all staff within the department adhere to all areas of the organisational policies y on data protection and information governance.
- To be responsible for addressing all information security and confidentiality training needs of all staff. This should be done in line with organisational policies.

Code of Conduct

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

Equal and Inclusion

- The organisation is committed to an equality, diversity and inclusion framework which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of age, disability, gender, marital status, pregnancy/maternity, race, religion or belief, sex and sexual orientation. All staff are required to observe this policy in their behaviour to their behaviour to other employees and service users/residents.

This job description is not restrictive or definitive in any way and should be regarded only as guidance to the duties required and may be amended in the light of changing circumstances following consultation with the post holder.

For Managers

You must ensure you all fully aware of your responsibilities for health and safety (including organisational health and safety policies) and the relevant activities expected of you as a Manager including the need to ensure:

- All new employees, that you manage, are fully briefed at induction.
- Your team are regularly reminded of key issues and responsibilities.
- Your staff are set appropriate targets at appraisals.
- Your staff undertake appropriate health and safety training, including refresher training as necessary.
- You carry out risk assessments, and implement them, for processes, operations and activities under your control.
- Health and safety is a regular topic at Team Meetings.

For all staff

You have specific responsibilities under health and safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

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 to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form (A) and optionally one or more of the following - 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.

Essential Criteria	Assessed By:
1. Knowledge, Training and Experience	
• Degree in a field related to Public Health or equivalent professional qualification/registration in a field related to Public Health (e.g. UKPHR registered Public Health Practitioner) .	A / D
and	
	A / D

• Post Graduate Qualification (Masters Level) in an area relating to Public Health and at least three years' experience working in health improvement, health protection or health care public health with highly specialised knowledge developed across a range of programmes. and • Demonstrable evidence of continuing professional development (CPD).	A / D / I
2. Communication and Relationship Skills • Knowledge and experience of working with and influencing a range of organisations and partners and multi-agency groups. • Ability and experience of actively communicating highly complex, sensitive or contentious information within different communities and across a range of partners. • Experience of writing and developing business cases, bids and reports.	A / I A / I / P A / I
3. Planning and Organisational Skills • Ability to strategically develop, plan and evaluate long-term plans and strategies impacting public health programmes across strategic partnerships. • Experience in following organisational policies and procedures for commissioning public health services and proven ability to performance manage contracts.	A / I A / I
4. Responsibility for Yourself, Staff and Communities • Experience of managing staff and use of HR policies including recruitment, selection, appraisal, development and performance	A / I
5. Responsibility for Financial Resources • Knowledge and experience in the management of delegated budgets including budget setting, monitoring and forecasting.	A / I
6. Responsibility for Policy / Service Development • Knowledge of national public health strategy and policies, with experience of associated implementation and monitoring of these at a local level.	A / I
7. Analytical and Judgement Skills • In depth knowledge and experience of using, analysing and interpreting public health information including delivering health needs assessments	A / I

8. Values and Behaviours - Evidence of displaying the Council's values and behaviours in all that you do: - 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. - 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. - 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. - 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. - 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. Communication and Relationship Skills Experience of working with councillors and cabinet members in a Local Authority setting.	A / I
2. Planning and Organisational Skills Able to simultaneously manage several complex work programmes covering a range of targets.	A / I
3. Responsibility for Yourself, Staff and Communities Experience of providing highly specialist advice which facilitates change and supports the health and well-being of individuals, groups and/or communities.	A / I
4. Responsibility for Research and Development Knowledge and experience of public health research including audit, evaluation and critical appraisal of published evidence.	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 a council 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):		