**Job Description**

# Section A: Job Profile

The job profile outlines 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

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| Job Title: | Public Health Apprentice (42 months fixed term) |
| Salary: | £26,835 – £28,163 (Grade 6) with possible progression to £30,559-  £33,366(Grade 8) once progression criteria have been met |
| Grade: | Grade 6 (with possible progression to Grade 8 once progression criteria\* have been met) |
| Hours: | 37 per week |
| Team: | Public Health |
| Service Area: | Public Health and Communities |
| Primary Location: | The primary location is County Hall, Oxford, OX1 1ND.  Please note we 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 Oxfordshire County Council (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. |
| Budget responsibility: | None |
| Responsible to: | Health Improvement Practitioner (Partnerships and Inequalities) |
| Responsible for: | No staff management responsibilities |
| Political Restricted Post: | No |

## Job Purpose

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| The Public Health Practitioner apprenticeship is a developmental route for job roles within the core Public Health workforce that enables the apprentice, on successful completion, to achieve a Bachelor of Science degree in Public Health and be eligible to apply for UKPHR public health practitioner registration.  This is a fixed term apprenticeship post which will provide support to a range of public health programmes, particularly those that work to address health inequalities within the County. A minimum of 20% of the time will be spent participating in formal learning and a further 20% will be protected study time.  The post holder will acquire the knowledge and skills needed to work effectively in public health by achieving a series of learning objectives to become a competent practitioner.  The post holder will use developing knowledge and skills to contribute to the implementation and delivery of health improvement programmes (some of which are commissioned to be delivered by providers) in a range of different settings and with specific groups of people in the local population. They will work collaboratively to project manage and deliver on aspects of Public Health priority workstreams.  This is a list of the main duties or tasks that the post holder will be expected to learn how to undertake, support colleagues with and be fully competent in on completion of the apprenticeship:   * Application of learning from the academic element of the apprenticeship to day-to-day work within the Public Health team. * To support Senior Practitioners in interpreting and implementing national public health policy at a local level and support the development and evaluation of long-term multi-agency plans and strategies. * To build effective relationships with stakeholders and partner organisations in the statutory and voluntary sectors to collaboratively work on specific topic areas and improve health outcomes whilst influencing their contributions to the public health agenda. * To contribute to team efforts to provide specialist advice, training, or support to enable the wider workforce to promote positive health and wellbeing * To assist with the collection, analysis, and interpretation of relevant public health information. * To provide support to key programmes of Public Health activity as required; this will include supporting health promotion marketing campaigns, researching best practice, writing reports, collating data on service data and key performance indicators, organising events and meetings, raising purchase orders, keeping accurate records, taking action notes, assisting in freedom of information requests, drafting letters to partners and providers and other tasks as required. * To work co-operatively, as part of a team liaising with both internal and external colleagues to provide efficient and effective specialist support * To contribute to the scoping, review, development and implementation of harm reduction and health improvement interventions/projects, working with partner agencies to target local communities, and vulnerable groups and populations * To support the public health team to demonstrate value for money and ensuring that systems are developed which both meet the needs of the service and stakeholders and are in line with county council systems and procedures * To manage resources as appropriate. * To provide flexible cross cover for other members of the public health team.   Designated areas of responsibility, accountability and objectives for this post will be agreed according to organisational requirements and key priorities within the Public Health team.  \* It is the intention of the Public Health team to support the development and retention of the public health workforce to enable an individual to start a career in Public Health as a Public Health Apprenticeship (Grade 6) and to progress to a higher level (Grade 8) as they apply their learning from their formal education and work-based tasks.  The process will be overseen by a Progression Panel, which will include the Public Health HR Business Partner, the Deputy Director of Public Health and any relevant others from the Public Health Directorate Leadership Team. This Progression Panel will approve the progression from Grade 6 to 8.  **This post holder is also responsible for ensuring that all relevant County policies and procedures are adhered to, and concerns are raised in accordance with these policies.** |

## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will learn to undertake along with any other duties as may be deemed necessary to carry out the full remit of the role.  **Office and team support**   * Manage project enquiries; assessing the nature and urgency of the task/project and responding or referring to senior officers (e.g. Managers) as appropriate * Contribute to the preparation of high quality, accurate documents for presentation or publication by the required deadline * Respond promptly to enquiries (post, telephone, email, face to face), from internal and external service users and professionals * Support and contribute to project evaluation, including data collection, writing evaluation reports, and presenting findings to non-specialist audiences. * Draft letters and emails   **Ethically managing self, people and resources**   * Manage a varying and unpredictable workload to meet the needs of the Public Health team. * 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.   **Information**   * To be responsible for maintaining the confidentiality of all patient, resident, service user and staff records in your area. * To be responsible for ensuring that you adhere to all areas of the Data Security Policy. * To be responsible for addressing all training needs of yourself and this should be done in line with organisational policy.   **Surveillance and assessment of the population’s health and well-being**   * To support in the provision, receipt, analysis and interpretation of epidemiological and statistical data as part of the delivery of public health projects. * To facilitate the use of the best available evidence base to implement and deliver public health projects. * Support the development of reports and presentations in order to communicate 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.   **Service Improvement**   * Contribute to the development of public health services and programmes using project management skills to ensure the effective and fair targeting of resources. * Contribute to identifying and sharing 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.   **Public Health Intelligence**   * Support in the analysis, evaluation and interpretation of data, and to research and review evidence from a range of sources to contribute to informing the development and review of public health interventions * Support the presentation and communication of public health data, to a wide range of audiences that influences decision-making and supports community engagement. * Support the process of identifying robust health outcome measures to monitor and evaluate public health interventions   **Research and Development**   * Contribute to identifying, promoting and implementing evidence-based practice informed by current research   **Financial support**   * Process appropriate financial tasks within the team such as raising purchase orders and keeping records. * Contribute to investigating variations to provide budgetary and statistical information using available systems * Support the administration of grants, payments and transactions and ensure that the Council funding received is spent according to stated criteria, in line with the Councils strategy and objectives.   **Leadership and Collaboration:**   * Maintain an up-to-date knowledge of public health developments, organisational and statutory frameworks applying to the work involved; use this knowledge to contribute to informing recommendations for change * Attending and participating in meetings as required to support the needs of the service * Contribute to supporting the learning of others as required * Provide support to senior officers * Contribute to the review and update of existing reports/processes   **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. * Contribute 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. * Contribute to facilitating public engagement using co-production principles consultation exercises on designated issues, promoting dialogue with community groups and working in partnership with others.   **Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services**   * To support in the monitoring and evaluation of local public health programmes and services. * To support in the monitoring of budgets and act according to the financial scheme of delegation.     **Health Improvement**   * Contribute to facilitating the development, implementation and delivery of designated health improvement projects, ensuring that they effectively target vulnerable groups to reduce local health inequalities * Contribute to 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 project management to ensure effective community involvement in developing and evaluating health improvement interventions at a local level * 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 other employees and service users. |

# 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/Person Specification

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/CV (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.

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| Essential Criteria | Assessed By: |
| Must not have any Degree or Any Masters | A |
| Must not have or be in the process of completing a professional registration such as UKPHR practitioner, nutrition, etc | A / I |
| Must be an EEA citizen (with Right to Work in the UK and have resided in the UK in the last 3-year period) and not be in any other kind of full-time education (including being enrolled on any other apprenticeship programme) | A / I / D |
| Level 2 functional skills in Maths and English or GCSE Grades C/4 or above | A / I / D |
| A Level 3 qualification (BTEC, A levels) / 96 UCAS tariff points or above (or equivalent experience) | A / I / D |
| An interest in Public Health | A / I |
| Excellent interpersonal skills with the ability to converse at ease with a variety of colleagues and partners/stakeholders to influence and negotiate. | A / I |
| Experience and regular use of Microsoft Office applications and information research on the Internet, including Word, Excel, Outlook, Teams to at least an Intermediate level | A / I |
| Ability to work under pressure prioritising competing demands and deadlines effectively and ability to work alone, as well as working co-operatively in a team. | A / I |
| Proven written and verbal communication and presentation skills and able to produce accurate written summaries of meetings, events and conversations. | A / I |
| Ability to work with and interpret basic health related data and sources of evidence | A/I |
| **Desirable Criteria** | **Assessed by** |
| Report writing experience | A / I |
| Experience of working with or in Local Authorities or in a health-related field | A / I |
| Demonstrable project management experience | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | 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](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-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 |

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|  | 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).

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|  | 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 |

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|  | 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.