**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 Programme Lead – Workplace Wellbeing (fixed term until Sept 2029 – potential secondment opportunity)  |
| Salary: | £55,783 – £59,010 (pay award pending) |
| Grade: | Grade 15 |
| Hours: | *37 per week. We are open to discussions about flexible working*. **Fixed Term for 4 years in the first instance.**  |
| Team: | Public Health and Community Safety Directorate |
| Service Area: | Public Health Team |
| Primary Location: | *County Hall, Oxford OX1 1ND.*  Hybrid working with attendance required at the primary and other work locations anticipated to be at least 4-8 times per month. It should be recognised that for this particular post, travel throughout Oxfordshire will be required in order to visit workplaces. *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: | Authorised signatory for selected budgets.  |
| Responsible to: | Public Health Consultant or Public Heath Principal.  |
| Responsible for: | Public Health Practitioners  |
| Political Restricted Post: | No |

## Job Purpose

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| This is a strategic post providing public health leadership for a specific programme of work. The Public Health Programme Lead is a strategic role that is crucial in Oxfordshire’s delivery of work to support workplace wellbeing. This newly created post will report to a senior member of the public health team and will include developing and delivering a strategic approach to providing workplace wellbeing advice to workplaces/businesses throughout Oxfordshire, ensuring this approach is based on best practice and evidence base, prioritising those with a large routine/manual cohort. The post will also provide some strategic advice internally to OCC to support the development of their approach. The postholder will be supported by a dedicated public health practitioner. The postholder will have responsibility for:- * Policy and strategy development and implementation for public health programmes.
* Managing the public health commissioning cycle for designated programme areas.
* Delegated Budget Management
* Performance management of public health services and work programmes.
* Providing specialist advice to inform the development and delivery of evidence based public health interventions in their specific area of work.
* The surveillance and assessment of the population health and wellbeing to inform public health interventions.
* Managing or leading public health staff and resources.
* Co-ordinating local multi-agency partnerships and the development and delivery of public/ professional educational and training programmes and campaigns.
* Collaborative working with partner agencies to deliver shared public health priorities.
* Provide specialist advice to inform the delivery of evidence based public health interventions.
* Providing flexible cross cover for other members of the public health directorate.

**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

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| This is a bullet point list of the main duties or tasks the post holder will be expected to undertake:-* Policy and strategy development and implementation for public health programmes
* Providing strategic support to the Senior Responsible Officer (Senior Public Health Team) for the programme to plan, design and oversee delivery of projects and programmes of work.
* Full line management responsibility of public health practitioner(s)
* In line with evidence based practice, work with internal and external stakeholders to ensure a detailed action plan, priorities and objectives are developed for the delivery of the Oxfordshire smoking and tobacco control strategy and oversee implementation.
* Manage and be accountable for related budgets in accordance with the council’s policies and procedures.
* Manage any related procurement/commissioning and oversee supplier contract monitoring, reconciliation of supplier invoice processes in line with set process.
* Build and manage effective partnership relationships with internal teams and external stakeholders as appropriate but in this case with a particular emphasis on workplaces
* Carry out continuous review of effectiveness of projects, ensuring effective evaluation and research is built in.

This post sits within the public health directorate and as such the post holder is expected to have the following core public health competencies that underpin this role:- **Surveillance, assessment and intelligence related to the populations wellbeing:-*** To analyse and evaluate data and critically appraise research evidence from a range of sources to inform the development and review of public health interventions.
* To compare, analyse and advise on options for addressing public health priorities.
* To support the process of identifying robust health outcome measures to monitor and evaluation public health interventions.
* A good level of technical skill in managing and manipulating public health information databases in relation to designated work areas.
* To interpret, provide and advise on 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.

**Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services*** To maintain a specialist knowledge of the current public health evidence base for designated work areas.
* 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.

**Policy & 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.

**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*** 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.

**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.

**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.
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# 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: |
| **Qualifications** |  |
| Educated to degree or equivalent qualification in public health or related topic | A |
| Post graduate qualification (Masters Level) in public health OR equivalent specialist knowledge relevant to the post  | A |
| **Experience/Skills** |  |
| 3+ years professional experience working strategically within public health OR at a strategic level in an area with a focus on improving workplace wellbeing  | A/I |
| Knowledge of national public health strategy and targets in relation to specialist work area and ability to implement and monitor these at a local level. | A/I |
| Knowledge and experience of strategy development in a public health context  | A/I |
| Knowledge and experience of undertaking OR overseeing health needs assessment  | A/I |
| Knowledge and experience of commissioning/contract management  | A/I |
| Knowledge and experience of using public health information databases  | A/I |
| Strategic level report writing experience  | A/I |
| Significant experience working at a senior level and overseeing work within a matrix team of staff from a variety of directorates and organisations  | A/I |
| Sufficient senior experience and credibility to influence and direct, advise and persuade teams, senior managers and other stakeholders in relation to the work programme  | A/I |
| Significant experience in developing, implementing and evaluating complex work programmes covering a range of projects, involving multiple stakeholders, simultaneously  | A/I |
| High level analytical skills and experience of seeking out public health best practice/guidance, critically appraising and developing this into local practice  | A/I |
| Ability to interpret and communicate complex written and statistical information | A/I |
| Effective leadership, interpersonal and communication skills with the ability to develop and maintain working relationships with multiple stakeholders across all levels. | A/I |
| Ability to prioritise effectively and be flexible as situations change and develop | A |
| Desirable Criteria | Assessed By: |
| Practitioner or above registration with UKPHR  | A |
| Post graduate qualification/Masters in Public Health  | A |
| A project management qualification such as Prince2 or equivalent level of project management experience and awareness of project management methodology | A |
| Completion of a recognised contracting/commissioning course. | A |
| Experience of working in a strategic role linking with businesses/workplaces to improve workplace wellbeing  | A/I |
| Experience of working within the NHS and across the wider ICB system | A/I |
| Experience working in a local authority | A/I |
| Experience of managing staff and use of HR policies including recruitment, selection, appraisal, development and performance  | A/I |
| Experience of developing and delivery of effective health promotion in the form of communications, training etc  | A/I |
| Experience of working in a political environment  | 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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| [x]  | Other (please specify): UKPHR Desirable       |

# 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 | [x]  | 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 |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | 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):  |

November 2023