

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

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

Role Details

Job Title:	Public Health Principal – COVID-19 Prevention and Response	JEID	J0379
Salary Grade:	Scale L (£33,799 - £35,934)		
Team:	Public Health		
Service Area:	People Directorate		
Primary Location:	Home working/working across Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Programme Delivery Manager – COVID-19 prevention and response		
Responsible for:	-		

Role Purpose

To act as the key public health responders as part of a newly established COVID-19 prevention and response team (matrix team), formed of public health, community support, regulatory services, infection control and business intelligence officers. The role of the team is to deliver on the local outbreak plan and Test and Trace programme for Warwickshire

The COVID-19 prevention and response team will work closely with District and Borough Councils, Coventry City Council, and Solihull Metropolitan Borough Council, as part of our Coventry, Solihull and Warwickshire (CSW) Beacon work. See staysafecsw.info. The post holder and wider team will also work closely with Public Health England, NHS and Voluntary and Community Sector partners. and a wide range of external organisations – schools/early years settings, workplaces, care settings, residential settings etc.

The role includes a number of strategic, reactive, campaign and commissioning responsibilities, and support for a number of joint programmes with District and Borough Councils, Coventry City Council and Solihull Metropolitan Borough Council.

Warwickshire are working as part of a Coventry, Solihull, Warwickshire Beacon to deliver on the commitments in our Local Outbreak plan. See staysafecsw.info

The role will also oversee related health and wellbeing activity as required to help improve the health and wellbeing of communities across Warwickshire.

Role Responsibilities

- 1) To be a key responder as part of a new COVID-19 prevention and response team supporting local COVID-19 outbreak management, which will require managing day to day general COVID-19 enquiries, notifications about single cases and outbreaks, as well as being an active member of incident management team meetings and undertaking contact tracing. The role will require the post holder to take part in an on-call rota which will run 8am to 8pm 7 days per week (hours will be regularly reviewed). The post holder (2 roles available) will be the key public health leads and first responders to enquiries/cases and outbreaks for the team
- 2) To provide advice, support and information on processes supporting the implementation of the Local Outbreak Control Plan and Test and Trace Programme including associated action planning and commissioning. This includes leading on preventative activity as well as response activity linked with the outbreak plan.
- 3) To oversee the successful design and delivery of COVID-19 prevention and response activities as required including action plans and regularly reporting on activity and progress to the COVID-19 Health Protection Board, Member Engagement Board and other meetings.
- 4) To provide leadership and advice to staff, consultants and partners as necessary around the development and delivery of COVID-19 prevention and response programme, defining and coordinating work, ensuring deadlines and objectives are understood and adhered to.
- 5) To produce, maintain and review comprehensive, integrated action plans and logs of enquiries/cases/outbreaks and other documentation to enable activities to be managed and delivered effectively.
- 6) To provide COVID-19 Health Protection Board Members and Senior Management with solution options to complex issues in order to drive timely decision-making. This will involve reporting and presenting to management team meetings and Elected Member committees / groups including the Member Engagement Board and Health and Wellbeing Board.
- 7) To develop and maintain effective relationships with senior officers and other key stakeholders across the health protection/health and wellbeing system and ensure stakeholders are supported and communicated with effectively.
- 8) Undertake Stakeholder analysis and deliver effective communication plans (COVID-19 communications, as well as related campaign activity, to include seasonal flu/COVID-19 vaccination campaigns) that identify and educate relevant audiences on related health and wellbeing activity.
- 9) Act as ambassador for the COVID-19 prevention and response programme and the Council and respond to complex ad hoc requests for information from both within and outside the organisation.
- 10) Initiate and complete procurement campaigns and processes as required.
- 11) Share knowledge and information with colleagues leading related initiatives that impact on health protection outcomes, to ensure dependencies are considered.
- 12) To support the Programme Delivery Manager in the refreshing outbreak plans and related products/topic or setting specific plans including analysis of evidence, consultation and

engagement, and reporting to the COVID-19 Health Protection Board

- 13) To contribute positively to the development of a customer-focused culture, and promote the Council's Purpose and Outcomes.
- 14) Any other duties allocated by the Programme Delivery Manager as appropriate to the scope of the post.
- 15) To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

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).

Assessed By:

Essential Criteria

Educated to Degree level or equivalent	A
Qualified in Prince 2 methodology or equivalent experience to provide a structured approach to overseeing and delivering activities	A,I
Proven ability to plan effectively, identify and monitor complex interdependencies and utilise resources effectively	A, I
Awareness of cost centre management responsibilities and appreciation of financial management and procurement processes	A, I
Experience of business process improvement techniques including data analysis to provide insight	A,I
Ability to effectively manage own workload and assist others in delivering outcomes in a challenging environment	A,I
Ability to think creatively, provide inventive solutions to problems and confidently take those solutions forward for success	A,I
Demonstrate proven interpersonal and negotiating skills and the ability to motivate individuals to maximise their performance and make the best use of resources through effective work planning, performance management and leadership	A,I
Track record in managing relationships with stakeholders and partners at all levels through effective communication and possessing an acute awareness of potential political sensitivities and cultural issues	A,I
Demonstrate a high level of interpersonal and negotiation skills with customers, staff, senior managers and external partners	A,I
Demonstrable Customer Focus	A,I
Able to present information, opinions and decisions in a clear, concise and convincing way	A, I
Ability to assimilate, analyse and use financial and activity information to inform action planning and improve performance	A,I

Demonstrate effective communication skills with ability to communicate at all levels in the organisation and with partners via verbal, written and active listening	A,I
Understanding of current performance indicators / measures both local and national and their context for service improvement	A,I
Understanding and practice of Equality and Diversity policies	A,I

Assessed By:

Desirable Criteria

Knowledge of Public Health and the wider health and wellbeing system	A,I
Experience of cost centre management and commissioning	A,I
Experience of coaching and mentoring to ensure others achieve objectives	A,I
Experience of working with partners and communities to deliver change	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<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 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
X 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):	