

Job Description

For Positions

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 Officer - Child Death Overview Panel	JEID	M0555
Salary Grade:	Grade G		
Team:	Public Health		
Service Area:	People		
Primary Location:	Saltisford		
Political Restriction	This position is not politically restricted.		
Responsible to:	Consultant in Public health		
Responsible for:	Close working with the Child Death Overview Panel (CDOP) Manager in the operation of the child death review processes for Coventry, Solihull and Warwickshire.		

Role Purpose

1. To receive and review notifications of all child deaths and take responsibility to record accurate detail relating to these notifications.
2. To request information from relevant Single Points of Contact (SPOC) or individual professionals known to the child/family on a standard format. To also identify additional SPOCS as and when required.
3. To manage the system of child death notifications and oversee the maintenance of records for all child deaths in the sub-region.

Role Responsibilities

Lead on the operational elements of administrating the child death overview panel, including receiving and recording notifications of child death, analysis and collation of information and the production of summary reports

Provide project and organisational support for child death reviews, under the guidance of the CDOP Manager

To support the CDOP Manager with communications activities relating to the Child Death Overview Panel and Child Death review processes.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Public Health Officer
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Main Tasks

- To research, collate, analyse and produce information to support the child death overview panel and child death review processes.
- To provide project support for the CDOP including, requesting information from the relevant Single Points of Contact or individual professionals known to the child/family, undertake an initial edit of the information and begin to populate the template.
- To ensure effective communication with parents and professionals, ensuring confidentiality and sensitivity is maintained.
- To form an assessment as to whether a full or "fast track" review is appropriate based on the circumstances and agency involvement with the child and or family.
- To operate a range of efficient systems and procedures to support the CDOP panel, including inputting data onto the Child Death Review Database and to manage the system of child death notifications and oversee the maintenance of records for all child death in the sub-region.
- To maintain a range of complex data accurately and securely and retrieve data in a timely manner
- To organise and attend meetings of the CDOP, including booking venues, circulating agendas and all relevant information to CDOP members in accordance with agreed timescales and ensuring the completion of appropriate forms during the panel meetings, deputising for the managers as required.
- To attend the neonatal Mortality Review Meetings and any other meetings as appropriate.
- To oversee and organise the production of a range of Public Health resources, including managing the Public Health product stock
- To communicate effectively within the panels, partners professionals and parents, provide a customer focussed service, resolving issues relating to a wide range of enquiries as required and maintaining positive working relationships at all times
- To gather, coordinate and collate information as required, such as information on individual cases and raw data reports for panels as required.
- To ensure that information requested from partners for CDOP data are dealt with in a timely fashion.

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).

Essential Criteria

Assessed By:

Degree Level or equivalent experience	
Able to communicate, in person and/or writing, a variety of information to a range of people	
Able to work on own initiative with little supervision and to prioritise work appropriately	
Able to produce work to a high standard under pressure including meeting deadlines and dealing with interruptions	
Evidence of project support and administrative skills	
Competent user of Microsoft Office programmes	
Able to convey complex statistical and written information in a clear, user friendly and non technical manner	
Evidence of success in building and forming relationships	
Well organised, flexible, open to change and willing to learn Able to work as part of a team in a dynamic environment	

Desirable Criteria

Assessed By:

Presentation skills and experience of using a variety of software packages	
Knowledge of working in a Local Authority setting	
Awareness of legal and information governance issues in the use of data (e.g. Caldicotte and the DPA)	
Experience of editing webpages, using Wordpress	
Good organisational skills	
Good Project Management experience Experience of researching and collating work from a variety of sources Experience of creating online surveys	

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
<input checked="" type="checkbox"/> 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):	