

Job Description

For Non-Streamlined 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 Principal	JEID	L0483
Salary Grade:	Scale L		
Team:	Public Health		
Service Area:	Social Care and Health Directorate		
Primary Location:	Office base at Shire Hall Warwick, with agile working offer		
Political Restriction	This position is not politically restricted.		
Responsible to:	Tier 4 Public Health Service Manager		
Responsible for:	No line management or budget responsibility		

Role Purpose

- To undertake work that supports a strategic public health approach to population health and wellbeing, and to act as a partner and enabler when working with other services and agencies, within specified workstreams and timescales.
- To ensure that change is managed effectively by leading public health change work with stakeholders in cross-sector organisations and communities.
- To deliver and contribute to projects and programmes of work that aim to reduce health inequalities, using collaborative and evidence-based approaches.
- To proactively build networks and seek opportunities to influence others; to promote public health preventative approaches that improve population health and wellbeing; to collect and share knowledge and ensure public health datasets are complete.

Role Responsibilities

- To participate in the development and delivery of partnership strategies and other collaborative programmes of work, advocating for preventative approaches and the reduction of health inequalities.
- To complete and oversee the design and delivery of specified health and wellbeing activities, including action planning, progress reporting and monitoring and evaluation frameworks.

- 3) To proactively collaborate with internal and external colleagues on the development and delivery of public health initiatives including Joint Strategic Needs Assessments (JSNA); Population Health Intelligence; Health Equity Assessment Toolkit (HEAT), and Health in all Policies (HiaP).
- 4) To produce, maintain and review timely and appropriately targeted plans, reports, presentations and other communication materials for a range of specified audiences, including the Public Health Senior Leadership Team, Directorate Leadership Team, Health and Wellbeing Board, and other partnerships.
- 5) To be the first point of contact in Warwickshire Public Health for internal and external enquiries about specified projects and subjects, with the ability to advise, support and inform others by drawing on your knowledge and expertise in the subject area.
- 6) To build and maintain professional networks with people in a wide range of roles to advance public health work, including non-traditional partners and communities.
- 7) To undertake stakeholder analysis and deliver effective communication plans that identify and educate relevant audiences on related health and wellbeing activity.
- 8) To participate in the collection and preparation of data, knowledge and intelligence that contributes to activities including public health performance reporting, the preparation of the Director of Public Health annual report, Health and Wellbeing Strategy and bids for external resources.
- 9) To represent specified projects, areas of work, and the wider interests of Warwickshire Public Health at formal and informal work meetings, both in person and online, and as a participant, presenter or Chairperson.
- 10) To actively promote campaigns supported by Warwickshire Public Health.
- 11) To identify, join, participate in, and influence workstreams and meetings with a public health element, focusing on our prioritised cohorts, key public health messages, and making connections that reduce duplication across the system.
- 12) To understand and apply a public health evidence base to complex information, including in developing solutions, evaluating and progressing your work, and to support the work of others.
- 13) To support the wider portfolio of the relevant Public Health portfolio lead, and undertake other duties allocated by them to meet key business priorities.
- 14) To contribute positively to the development of a customer-focused culture and promote the Council's Purpose and Outcomes.
- 15) To carry out any other duties allocated by the Public Health Leadership Team as appropriate to the scope of the post.
- 16) 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 academic performance level	A, D
Minimum 3 years' hands-on experience of designing and delivering complex projects and pieces of work from start to finish, within timescales	A, I
Proven ability to plan effectively, identify and monitor complex interdependencies and use resources effectively	I
Ability to increase own knowledge in the role's focus areas and the wider public health agenda	I
Experience or knowledge of public health and the wider health and wellbeing system	A, I, T, P
Experience of data analysis and using performance measures, and how they can inform approaches to improvement	A, I
Ability to effectively manage own workload within competing timescales and pressures, and assist others in delivering outcomes in a challenging environment	I
Ability to identify and share inventive solutions to problems	I
Experience of partnership working and sensitively managing relationships with stakeholders and partners with varying levels of seniority	A, I
Strong interpersonal and negotiation skills, with the ability to motivate others to deliver on shared goals	A, I
Demonstrable Customer Focus	I
Ability to plan, produce and present information and professional opinions in a clear, concise and convincing way	I, T, P
Ability to critically appraise and use evidence to inform public health plans and interventions	I, T, P
Effective communication skills with the ability to communicate with a range of people from senior leaders to communities, via verbal, written and active listening	A, I, T, P
Understanding and practice of Equality and Diversity policies	I

Assessed By:

Desirable Criteria

Formal qualification and/or working experience in public health, such as a 'Master's in Public Health' or UKPHR registration	A, I, D
Experience of Microsoft Office and Teams	A, I
Experience of working in a political environment	A, I
Understanding of current performance indicators / measures both local and national and their context for service improvement	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.

☐ Provision of personal care on a regular basis	☐ Driving HGV (Heavy Goods Vehicle) 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 WCC (Warwickshire County 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
☐ YES 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):	