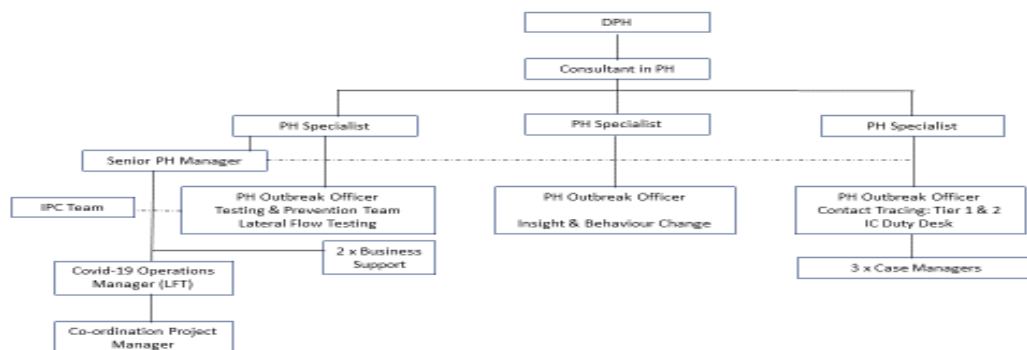


ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Integrated Commissioning Directorate
SECTION:	Public Health
LOCATION:	Number One Riverside
JOB TITLE:	Public Health Outbreak Officer
POST NUMBER:	
Grade:	8
Accountable to:	Public Health Specialist
Accountable for:	N/A
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The role of Public Health Outbreak Officer is a newly established post within the Public Health Team. The programme's purpose is to manage and deliver Rochdale's Public Health Outbreak Plan. Current projects within the programme include; Covid-19 Testing, Track and Trace, and Insight Behavioural Change. The role will:

1. Be responsible for managing and ongoing monitoring of programmes within the Public Health Outbreak Plan and support the recovery of public health programmes that have been impacted by Covid-19.
2. Co-ordinate the delivery of projects and programmes as identified within the Rochdale Locality Plan and the Public Health Outbreak Plan.
3. Support Covid-19 response work; working closely with the Public Health Specialist. This will include delivering current programmes of recovery and change in relation to key public health priorities.
4. Support the development of and then implement plans of work in support of reducing health inequalities and improving health related outcomes.
5. Support the completion of health needs assessment, health equity audit, evaluative methodologies and other public health tools in support of commissioning and delivery of services in Rochdale.
6. Monitor and support programme delivery through commissioned (and where appropriate non-commissioned) activity and other local organisations, in particular by supporting services to engage and empower local residents to improve their overall wellbeing.
7. Mobilise delivery partners from across all sectors and forge effective working relationships that will enable resources to be managed productively and aid in the recovery of public health programmes.

CONTROL OF RESOURCES

1. Personnel: The post holder will be responsible for motivating and supporting a range of other staff for whom they do not have direct control over. Thus a high level of skill in influencing others is required. There are a number of PH Outbreak Officer roles some of which will manage other staff.
2. Financial: All budgets where spending is delegated to the post holder. The post holder will be responsible for working in accordance with the financial regulations and procedures.
3. Equipment/Materials: Responsible for the efficient and effective use of equipment and materials used by self and others being managed from time to time.

HEALTH/SAFETY/WELFARE

Responsible for the health, safety and welfare of self and others in accordance with Council Policies and procedures.

EQUALITY AND DIVERSITY

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

TRAINING AND DEVELOPMENT

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

RELATIONSHIPS (INTERNAL AND EXTERNAL)

These will include but are not restricted to:

Internal

- Chief Executive, Executive Leadership Team, Heads of Service.
- Director of Public Health and Wellbeing and infection control team
- Staff in other services in the Council
- Elected members of the Authority

External

- Greater Manchester Population Health and Public Health Team
- Department of Health and Social Care
- Employees within other Local Authorities, Public Bodies, Funding Bodies
- Representatives and employees of partners sectors and organisations
- Members of the Public and targeted communities/users

RESPONSIBILITIES

The postholder will:

- Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

VALUES AND BEHAVIOURS

Approach the job at all times using the values set out in 'The Rochdale Way' and be aware of and apply 'The Rochdale Way' behaviours at all times:

- Proud
- Passionate
- Pioneering.

PRINCIPAL DUTIES

The post holder will:

1. Be responsible for the day to day management of programmes within the Public Health Outbreak Plan and its associated projects. You will be a single point of contact, ensuring delivery of work packages, escalating issues and reporting highlights within the governance process as appropriate, in accordance with the standards and methodology of accepted management protocol.
2. Supervise staff who are supporting the delivery of the programmes and projects you are responsible for.
3. Support Covid-19 recovery, strategy development, and implementation plan development for public health priority work streams including bringing together partners, ensuring full engagement from and with partners to drive forward improvements in the health and wellbeing in Rochdale Borough.
4. Work across and with a range of stakeholders representing the whole health and care spectrum, including commissioners, providers, clinicians, professionals, lay members, service users, carers and patients.
5. Support commissioning that delivers the objectives of the public health programmes.

6. Ensure that all project and programme management documentation, including plans, progress reports and performance metrics, is used to manage and report on workstream and individual project delivery to ensure the objectives of the programme are being delivered. Ensuring that it is completed and submitted in accordance with the agreed governance arrangements.
7. Maintain a full and accurate audit trail of key decisions, actions and outputs, including but not limited to risk and issue logs, project/milestone plans, update/highlight reports, and action plans, and make adjustments if targets/deadlines are not met.
8. Produce documents, reports and presentations on a regular basis for various meetings, Committees and Boards distilling complex information in accessible and understandable ways to a range of partners and organisations.
9. Contribute to communications, including liaising with, and presenting to, internal and external stakeholders from a range of different organisations, some of which may cause debate, be open to challenge and opposition, raise awareness, provide training on own project etc.
10. Chair project and or workstream meetings as appropriate.
11. Attend programme meetings, facilitating discussions and progressing actions.
12. Manage internal and external barriers to change.
13. Ensure deadlines are met and delivered to a high standard.
14. Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action.
15. Manage relationships and ensure clear communications between workstreams, programme Boards and strategic Boards.
16. Devise and provide improvements to current processes, information, reporting and procedures to enhance transformation.

SECONDARY DUTIES

17. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
18. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Shakeela Bano/Lianne Davies</u>	Date	<u>27 January 2021</u>
Agreed by postholder	_____	Date	_____
Supervisor	_____	Date	_____
Consultant in Public Health	<u>Kuiama Thompson</u>	Date	<u>27 January 2021</u>

**Rochdale Borough Council
Person Specification**

Service :	Public Health, Intergrated Commissioning Directorate	Post:	Public Health Outbreak Officer
Section :	Public Health Team	Post Number :	
Job Ref:	RO44065	Grade:	8

Note to applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* or a *Desirable Criteria*, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: (AF) Application Form (I) Interview (A) Assessment
(a) Special Working Conditions			
1	Are you willing and able to attend evening meetings and other out of hours working as required?	D	AF/ I
2	Ability to work at home	E	I
(b) Qualifications and Experience			
3	Educated to degree level or equivalent skills and knowledge	E	AF
4	Post graduate / Masters qualification in Public Health/Public Health Intelligence or related area or equivalent demonstrable post professional registration experience	D	AF
5	Project Management and/or Programme Management qualification or equivalent experience	E	AF
6	Experienced in effectively communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships	E	AF/I
7	Experience of managing and completing projects relevant to the health and social care sector	E	AF/I
8	Extensive experience of managing competing priorities effectively and responding to deadlines at short notice	E	AF/I
9	Operational experience of service management, including staff and budgets	E	AF/I
10	Experience of working in a NHS / Social Care/ Public Health environment	E	AF/I
(c) Skills and Knowledge			
11	Competency in using word processing, presentation and spreadsheet software	E	AF/I
12	Effective interpersonal, written, and presentational communication skills	E	AF/I
13	Ability to present complex issues to senior management and clinicians, and a range of partners	E	AF/I

Criteria		Essential (E) or Desirable (D)	How Identified: (AF) Application Form (I) Interview (A) Assessment
14	Ability to communicate effectively and engage in detailed discussion with all levels of staff	E	AF/I
15	Ability to communicate thoughts and ideas verbally and in writing to others in a clear, concise and understood manner	E	AF/I
16	Facilitation skills	E	AF/I
17	Ability to manage a project effectively and supervise staff who are supporting its delivery	E	AF/I
18	Able to oversee, influence and direct the activities of staff, whom there may not be formal line management authority, to achieve agreed outcomes	E	AF/I
19	Ability to work with senior managers to prioritise and re-prioritise, whilst ensuring delivery	E	AF/I
20	Able to support the development of long term plans for the delivery of projects, identifying risks and issues, developing mitigation strategies, establishing key milestones within an overall trajectory	E	AF/I
21	Must be able to work to agreed deadlines	E	AF/I
22	Ability to critically appraise project and business plans to determine coherence and deliverability	E	AF/I
23	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(d) Behaviours and Values			
24	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
25	Proven leadership skills	E	AF/I
26	Ability to operate and influence at a strategic level, influencing senior managers and clinicians	E	AF/I
27	Self-disciplined/motivated to function independently, but also able to motivate others	E	AF/I
28	Must be able to work independently, manage own workload and use own initiative without close supervision	E	AF/I