

**Job Description**

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| **Department** | **Public Health** |
| **Job Title** | **HEALTH PROTECTION & HEALTHCARE PUBLIC HEALTH STRATEGIC LEAD** |
| **Grade** | N |
| **Primary Purpose of Job** | To provide strategic leadership capacity with the Public Health Directorate  To provide strategic leadership for population health care and prevention, working across a wide range of statutory and non-statutory agencies, and community and voluntary organisations in the development of effective partnerships.  To provide strategic leadership of the health protection functions to protect the health of the population, with a strong focus on health inequalities.  To provide strategic and strong leadership in the development and implementation of public health strategies and policies, to protect and improve health and life expectancy and to reduce inequalities across Bolton.  To support the Assistant Director / Consultant in Public Health in formulating the strategic direction, priorities and plans for the directorate in line with health protection, population health care and prevention strategies. |
| **Reporting To** | Assistant Director / Consultant Public Health |
| **Direct Staffing Reports** | Public Health Specialists |

**Main Duties**

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| 1. Lead on Health Protection within the public health team, to protect the public from environmental hazards, communicable diseases, and other health risks, while addressing inequalities in risk, exposure and outcomes. 2. Lead on the development and delivery of effective, system-wide public health strategies and policies, with a focus on population health and health care, to improve the physical and mental health outcomes and wellbeing of people, whilst reducing inequalities. 3. Lead on the development and delivery of appropriate health and care services, including commissioning of public health programmes and delivery, and action on the wider determinants of health, by working with communities and partner agencies. 4. To directly manage the public health budget with a strong focus on the responsibility of balanced budgets and influencing the council and NHS budgets 5. To lead and build strong public health partnerships and public health policy for Bolton across all council directorates and public health partners, locally, regionally and nationally, including the Greater Manchester combined authority and, Greater Manchester health and social care partnership. 6. To co-ordinate and deliver strategy and policy for key public health provision (prevention through to treatment). 7. To drive the Health Protection agenda to ensure comprehensive and far reaching objectives are achieved, including public health emergency planning, outbreak control plan and management, strategic infection, prevention and control. 8. To lead on the development and implementation of outbreak and pandemic planning and containment, including Covid-19 and influenza planning. 9. To take a strategic approach to supporting improvement of NHS immunisation programmes to improve uptake and reduce inequalities in coverage, incorporating community engagement and development, based on asset-based community development approaches and principles. 10. To take a strategic approach to supporting the improvement of national NHS screening programmes, ensuring community engagement and development approaches are part of action to improve awareness and reduce inequalities. 11. To provide strategic public health leadership into the Integrated Care System at Greater Manchester and Bolton locality level to reduce inequalities. 12. The provide supervision and line management of public health staff, undertaking processes and decisions in accordance with relevant HR policies and procedures. 13. Supervision of projects assigned to training of Specialist Trainee Registrars (StRs) and students on public health placements. | | |
| **Date Job Description prepared/updated:** | **November 202** | |
| **Job Description prepared by:** | **Helen Lowey** | |

**Job Description reviewed February 2024 by Lynn Donkin, Nicki Lomax and Clare Jackson**

**Person Specification**

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| **Department** | | | **Public Health** | | | |
| **Job Title** | | | **HEALTH PROTECTION & HEALTHCARE PUBLIC HEALTH STRATEGIC LEAD** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Knowledge and understanding of national policy context, requirements and future direction for relevant public health agenda, including health protection, prevention and population health care to reduce inequalities | | | | | Application Form/Interview/Test/Presentation/Assessment Centre |
| 2. | Knowledge and application of strategic public health, in particular health protection and population health care and their application in strategy, policy and public service provision | | | | | Application Form / Interview Process |
| 3. | Knowledge, understanding and application of population health care and prevention policy and strategy, including development of integrated services to improve health and wellbeing | | | | | Application Form / Interview Process |
| 4. | Knowledge, understanding and application of Health Protection, including strategic lead for system response to health protection | | | | | Application Form / Interview Process |
| 5. | Ability to identify, advise on and implement public health actions with reference to local, national and international policies and guidance to prevent, control and manage identified health protection hazards | | | | | Application Form / Interview Process |
| 6. | Ability to analyse complex issues in order to develop and implement the strategic vision into public health strategy and policy | | | | | Application Form / Interview Process |
| 7. | Demonstrate the ability to lead teams, groups and work programmes using a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts | | | | | Application Form / Interview Process |
| 8. | The ability to lead and engage with a variety of agencies and stakeholders, managing complex areas of work using negotiation and influencing skills | | | | | Application Form / Interview Process |
| 9. | The ability to make informed strategic decisions using appropriate tools and critical appraisal skills, to support an outcome in accordance with the public health business plan and council priorities | | | | | Application Form / Interview Process |
| 10. | Ability to manage a combined operational and commissioned budget ensuring procurement decisions and expenditure are undertaken in accordance with agreed financial protocols to achieve population health outcomes | | | | | Interview Process |
| 11. | **Public Health Professional Competencies** - to maintain appropriate professional standards and competences in line with level of job role, using a suitable audit tool, i.e. Public Health Skills and Knowledge and Framework’ | | | | | Interview Process |
| 12. | **Competencies –** Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview Process |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Post-graduate level qualification in a relevant public health subject (i.e. Masters in Public Health) | | | Application Form /Interview Process | |
| 2. | | A minimum of 5 years’ experience at a senior level within a complex and/or public sector environment | | | Application Form /Interview Process | |
| 3. | | Extensive experience of developing whole-system health protection and public health strategy and policy through comprehensive consultation with key stakeholders including communities and members of the public (i.e. Outbreak Control Plans; vaccination and immunisation programmes; NHS population screening programmes) | | | Application Form /Interview Process | |
| 4. | | Experience of developing comprehensive health protection and population health care outcome frameworks for large-scale public health programmes to improve the health and wellbeing of the population | | | Interview Process | |
| 5. | | Experience of commissioning a wide range of service provision at population level and from universal through to targeted provision | | | Interview Process | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis. | | | Interview Process | |
| 2. | | This is a politically restricted / sensitive post. | | | Interview Process | |
| 3. | | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | | Interview Process | |
| 10. | | **Applicable to all roles Grade N and above:** Bolton Council is committed to providing robust Civil Contingencies planning and response arrangements. You will be required to join the Tactical Officer rota. This will involve working outside of routine working hours on a rota basis. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. | Clinical expertise desirable, but not essential | | | | | Application Form |
| **2. Experience/Qualifications/Training etc** | | | | | | |

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| **Date Person Specification prepared/updated 20.10.20** |  |
| **Person Specification prepared by S.Goodhew** |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





