

Leeds City Council Job Description

TEMPLATE JD for ADVANCED HEALTH IMPROVEMENT SPECIALIST (LOCALITY) – PO4

Directorate Office of the Director of Public Health

Service *[Insert service]*

Post Title: Advanced Health Improvement Specialist *[Insert Locality]* **GRADE PO4**

Post(s) to which directly responsible
[Insert]

Post(s) for which directly responsible
[Insert]

Purpose of job

Lead multi-agency public health work and community based health needs assessments, implementation, monitoring and evaluation. This will include developing and implementing action plans in line with priorities and working closely with partners.

To lead the development and implementation of a specific area of public health work to improve health and reduce inequalities. To lead Public Health programmes targeting high risk groups.

1. Project manage and evaluate public health work programmes
2. Facilitate multi-agency working to achieve public health outcomes
3. Provide Public Health input to the commissioning of health, social care and / or children's services.
4. Undertake performance and contract management of public health contracts
5. Enable public involvement in planning, development, implementation and evaluation of public health improvement activities
6. Build public health capacity and capability within local communities, third sector and the Local Authority and NHS workforce
7. Contract manage Public Health commissioned services
8. Supervise and manage public health staff as appropriate

Contribute and advise on the development and implementation of specialist local health improvement programmes ensuring the implementation of Public Health policies, strategies and work programmes which includes developing and maintaining public health information and support structures.

Responsibilities

The post holder will be required to:

- Lead on the development and implementation of public health programmes and initiatives working in partnership with key organisations across Leeds.
- Identify priorities and develop long term strategies and action plans for public health programmes, plan integration of policies and strategies, develop and implement long term plans and strategies across a range of agencies and community groups.
- Provide public health input into the commissioning of health, social care and/or children's services and the development of service specifications and contracts; in order to influence the deployment of resources and services to appropriately meet the health needs of the population, address inequalities in health, ensure services are commissioned according to the evidence base and represent value for money.
- Access evidence bases and use them to ensure that work programmes are informed by current evidence of effectiveness and maintain current specialist knowledge of own areas work and initiatives of relevance to public health.
- Provide advice and support to Clinical Commissioning Groups, General Practice, other Leeds City Council Departments in respect of public health activities and evidence-based practice.
- Develop communication strategies and campaigns including use of social marketing approaches and work with the media to raise awareness and change behaviour.
- Communicate sensitive information to a range of different agencies, requiring influencing, persuasion and negotiating skills.
- Undertake in-depth analysis, interpretation of health information and health intelligence data, evidence and assessments of effectiveness of specialist public health initiatives and programmes.
- Use public health intelligence including needs assessments and qualitative information to inform priorities.
- Undertake needs assessment including community-based health needs assessment.
- Actively work to ensure that public health work programmes seek to reduce inequalities.
- Develop and performance manage contracts and service level agreements with NHS providers, the third sector and others
- Identify internal and external funding opportunities and prepare and submit business cases and funding bids.
- Prepare and deliver presentations to a range of audiences on a range of issues to large groups e.g. community forums.
- Chair and facilitate multi agency partnership groups and take notes and minutes of relevant meetings as required.
- Support and develop matrix working across Leeds City Council, to ensure the delivery of public health objectives and embed public health into other directorate service delivery plans.
- Influence partners' priorities and action plans to ensure that they include public health outcomes where appropriate.
- Produce accurate, timely and audience appropriate reports and data to inform planning, service delivery and development.
- Manage resources and share good practice and models for health improvement with other colleagues and agencies.
- Deliver training on a range of public health topics and deliver sessions on the WIN programme.
- Undertake public health research and evaluation and identify opportunities to promote, disseminate good practice through a variety of methods, including published journals.

General

- Commitment to continuing professional development and reflective practice.
- Responsible for the recruitment/selection, appraisal and co-ordination of a group of public health staff and responsible for the line management of public health staff as appropriate.
- Any other duties commensurate with post holder's grade, as agreed with line manager
- All employees should understand that it is their personal responsibility to comply with all organisational and statutory requirements e.g. Health and Safety: Equal Treatment and Diversity; Confidentiality

Relationships

Local

Leeds City Council staff
Elected members
Clinical Commissioning Groups
GP practices
Other independent contractors in Leeds
Local residents and communities
Voluntary Community and Faith Sectors
NHS Provider Trusts
Leeds Universities Local Media

Sub-Regional/Regional

Public Health England local office
Public Health Directorates within Yorkshire and Humber
NHS England West Yorkshire Area Team
Other academic institutes across the region.

National/International

Department of Health
Public Health England
NHS England
Faculty of Public Health
World Health Organisation

Communicates and has contact with:

Other NHS organisations and Public Health Teams within North of England

Physical Conditions

You will be initially based at *[insert base]*. However your appointment is to the council as a whole and is, therefore, subject to your serving at such other place of employment in the council's service as may be required.

[insert base] has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request. [insert access information specific to base]

Leeds City Council operates a non-smoking policy.

Economic conditions

Grade:	*
Annual Leave:	* days per annum rising to * days per annum after 5 years continuous local government service, plus 8 statutory holidays
Hours:	37 hours per week
Flexitime:	Eligible to participate in flexi-time scheme
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

***** encourages training both "in-house" and external to meet the needs of the individual and of the Department.

QUALIFICATIONS

Job Description Prepared / Reviewed by:

Date:

Job Description Approved by:

Date:

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Strong IT skills – Microsoft, internet and e-mail	X		A/I
Surveillance and Assessment			
Well-developed numerical and analytical skills	X		A/I
Skills in interpretation and analysis of data	X		A/I
Ability to carry out a health equity audit/health needs assessment	X		A/I
Assessing the Evidence			
Ability to search effectively, collate and assimilate the published evidence base and apply to inform public health practice and policy development	X		A/I
Leadership and collaborative working			
Ability to organise, prioritise and meet deadlines	X		A/I
Ability to operate in a politically charged environment	X		A/I
Plan, arrange, co-ordinate and facilitate meetings with a range of stakeholders	X		A/I
Lead and facilitate multi-agency teams/partnerships	X		A/I
Ability to provide advice and expertise on the delivery of public health programmes and services to partners, colleagues and councillors	X		A/I
Ability to develop, implement and evaluate long term plans and strategies, impacting on a range of community agencies and partnerships	X		A/I
Ability to communicate complex issues and information to a wide range of people and abilities in different situations and formats	X		A/I
Ability to write reports and other written materials for different audiences	X		A/I
Project and programme management skills	X		A/I
Ability to manage a budget	X		A/I
Ability to deliver and develop training	X		A/I
Negotiation and influencing skills	X		A/I
Time management and ability to prioritise workload	X		A/I

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Degree in related field	X		C
Post Graduate Diploma in Public Health or related field	X		C
Masters in Public Health or related field		X	C

Knowledge of project and programme management	X		A/I
Engaged in CPD and reflective practice	X		A/I/C
Knowledge of leadership and management theory	X		A/I
Knowledge of multi-agency partnership working	X		A/I
Knowledge and understanding of health inequalities	X		A/I
Knowledge of public policy and political awareness	X		A/I
Knowledge of the current strategic landscape public health operates within	X		A/I
Knowledge of key strategic priorities of public health with Leeds		X	A/I

EXPERIENCE	Ess	Des	MOA
Surveillance and Assessment			
Experience of undertaking Health Needs Assessments and Health Equity Audits	X		A/I
Assessing the Evidence			
Experience of assessing evidence bases and using them to inform work programmes	X		A/I
Experience of evaluating public health interventions	X		A/I
Leadership and collaborative working			
Experience of multi-agency working to achieve public health outcomes	X		A/I
Experience of project management of public health programmes	X		A/I
Experience of developing project plans and service specifications	X		A/I
Experience with using and responding to the media	X		A/I
Experience of delivering and developing training	X		A/I
Experience of working in a political climate		X	A/I
Experience of managing staff		X	A/I
Experience of identifying performance indicators and managing performance		X	A/I
Policy and Strategy			
Experience of supporting the implementation of policies and strategies within own area of work	X		A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	X		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	X		I
Commitment to tackling discrimination and enhancing inclusion and equality.	X		A/I
Commitment to improving health and reducing health inequalities, public health ethics and to fostering a learning environment	X		A/I
Able to work flexibly-hours and location, and willingness to travel.	X		A

METHOD OF ASSESSMENT(MOA)	A = Application Form
	T = Test
	I = Interview
	C = Certificate