Job Description

**Directorate:** Health & Adult Services

**Service:** Public Health

**Responsible to:** Public Health Consultant

**Grade: N**

**Staff managed:** Manage staff and others on a project/matrix basis

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| **Job purpose** | **The core focus of this job is to:**   **lead delivery, of high quality public health intelligence to support the Public Health Team and the council in discharging their functions**   **provide expert advice and guidance on public health intelligence, epidemiological, and statistical matters including**  **the development of health related data sets and information to the council and strategic partners and partnerships** |
| **Strategic and operational management** |  Lead on the development and delivery of a range of high quality public health statistical and information services   Lead on complex projects and programmes to successful completion within available resources and timescales   Contribute to the public health input into the commissioning processes of the council and strategic partners, including local Clinical Commissioning  Groups, across all services   Interpret and balance evidence from a range of sources to inform strategic and operational decision-making across the council and strategic partners   Seek out opportunities to influence decisions   Challenge practice on basis of evidence (or lack of it)   Handle highly complex analytical and statistical health information problems and issues requiring interpretation   Perform sensitivity analyses which involve undertaking numerous different analyses to test and assess various assumptions in order to make  judgements about the most appropriate analyses and results in relation to  the nature of the situation and the assumptions being made   Resolve highly complex queries where there is more than one possible answer and where leading opinion may conflict, and provide expert  judgement in deciding the most appropriate solution in the given situation  e.g. to support the commissioning process   Contribute to the planning and formulation of local and regional plans and strategies based on sound statistical and epidemiological information, revisiting current strategies where necessary should the evidence-base change   Identify gaps in public health information, working with colleagues to agree and develop appropriate new innovative ways of collecting data and raising awareness of the need and importance of statistics and epidemiology to connect public health information to organisational practice. |

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|  Use appropriate methods and tools to assess and monitor the impact or potential impact of policy on health at local levels.   Manage health equity audits in areas such as CHD, sexual health, diabetes, cancer, COPD.   Manage surveys, audits or research to support service development e.g. life style surveys   Contribute to the evaluation of local health and social care services, initiatives and programmes to improve health and reduce inequalities   Manage audits of data quality in locally collected data, eg immunisation uptake, child height and weight measurements   Develop links with relevant academic centres where appropriate, e.g.  University of York Department of Health Sciences   Design and deliver training/updates on public health intelligence methodologies, toolkits, statistics and epidemiological analyses. | |
| **Communications** |  Provide information, written and oral, in an extensive range of formats to an extensive range of audiences whilst being sensitive to the nature of the  transformation and the audience, ensuring the end goal is achieved effectively   Represent the council at appropriate inter and intra agency meetings, promoting, liaising, consulting and engaging with managers, staff, people  who use our services and their carers and other stakeholders in  challenging situations   Write reports and deliver presentations on complex public health issues to a variety of audiences as required.   Respond to media enquiries as requested and appraise your manager of any matters arising which are particularly sensitive or controversial in  nature.   Inform and analyse national and local policy change and communicate implications to senior managers and frontline staff as appropriate. |
| **Partnership /**  **corporate working** |  Work with a range of partners/agencies, both internal and external, to develop and maintain co-operative relationships, in particular the council’s  and neighbouring council’s public health teams, district councils, council  directorates, Clinical Commissioning Groups, Commissioning Support  Service, Public Health England, NHS England,   Influence and liaise with lead business partners as required to ensure that strategic planning and implementation of plans is carried out consistently  and effectively.   Represent the service at policy, operational and co-ordination forums with external agencies and other Council Directorates when required. |
| **Resource**  **management** |  Develop and maintain an innovative and responsive approach to the management of all public health intelligence resources having regard to the  need for economy, efficiency and effectiveness.   Where appropriate, act as budget holder for specific projects or initiatives   Manage and report on the progress of specific grant-related projects |

**Systems and information**

 Support the delivery of corporate initiatives in delivering transformational change, through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development.

 Ensure that public health intelligence resources, systems and processes are consistent with the council standards and procedures.

 Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current.

 Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice.

**Safeguarding**  Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

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| **Person Specification** | |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   Expert knowledge of data sources relevant to public health and wider determents of health   Expert knowledge of current good practice standards both at local and national level in relation to public health intelligence   Knowledge of statutory requirements, including equality standards   Knowledge of effective management of staff, budgets and resources. |  |
| **Experience**   Significant experience in a Public Health Intelligence role e.g.   * Joint Strategic Needs Assessment, including area-based profiles; * Supporting the Director of Public Health annual report; * Public health performance reporting * Inputs to Heath Improvement programmes * Outbreak surveillance monitoring    Extensive experience of strategic planning, or policy development and implementation, or performance management in a Public health environment   Experience of training other people in information skills |  Experience of responding to  media enquiries.   Successful management of budgets and staff   * Knowledge and experience of STATA/SPSS/SAS or other specialist statistical software |
| **Occupational Skills**   Effective leadership skills and the ability to promote organisational policy and objectives   High level numerical and analytical skills (including accessing and analysing data from large databases)   Excellent written and verbal communication skills with experience in disseminating information via written reports and presentations to a wide range of audiences in terms of both size and composition.   Ability to assess and interpret complex information in order to make judgements where there are a range of options to choose from   Ability to contribute to the planning of resources for the whole council and to understand where specific programmes need to collaborate to drive change.   Ability to develop and maintain effective partnerships both within and outside the council   Ability to negotiate and influence at a senior level with council chief officers and senior politicians.   Ability to demonstrate drive and initiative to achieve outcomes |  Enterprise skills including ability to develop and sustain effective income generation, drive business cases and create viable business  models for public benefit. |
| **Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role**   Professionally qualified or working towards Masters degree level in Public health or equivalent experience |  A management qualification |
| **Other Requirements**   Ability to work flexibly to meet the demands of the job including some out of hours working  Committed to the County Council’s corporate vision, values and objectives   Ability to travel around the whole of the County and occasionally beyond   Highly motivated and not easily discouraged   Personal and professional demeanour and credibility which commands the confidence of elected members, senior managers, staff, external partners and other stakeholders   A high degree of probity and integrity   Evidence of professional updating and development |  |

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.