

Job profile

Service and job specific context statement

Directorate:	HAS
Service:	Public Health
Post title:	Graduate Trainee – Public Health
Grade:	E, F and G
Responsible to:	Public Health Manager
Staff managed:	None
Date of issue:	February 2022
Job family:	P&T - Professional & Technical

Job context

Public Health seeks to support everyone to live happy and healthy lives by protecting individuals and local communities from illness and environmental hazards and promoting good health by encouraging individuals themselves to adopt healthy behaviours. The Local Authority has a responsibility to:

- Improve the health and wellbeing of the population of North Yorkshire,
- Prevent disease and minimise its consequences, and,
- Prolong valued life and reduce inequalities in health.

This post will provide support to, and gain valuable experience within the Public Health team at NYCC.

All graduates are expected to participate in the 'corporate graduate development programme' – the content is as follows:-

- Corporate Induction
- Managers Induction
- Aspiring Managers Programme
- Senior Managers Seminars (led by the Chief Executive)
- Middle Managers Programme
- Access to on line material, including Ashridge Management College
- Graduate Network membership, including 'lunchtime learning'
- Mentor support
- Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

Job specifics

Under the direction of a Public Health Manager the post-holder will be involved in the full breadth of public health portfolio areas during the first year, which will provide experience in Public Health Strategy, Health Protection, including outbreak management, Health Care, Healthier Lives and Communities, including strands of work such as mental health, substance misuse. The post-holder will be involved in a range of support tasks, including:

- The gathering, analysis and interpretation of data
- Involvement in campaign work, utilising various media channels

Job profile

- Contribution to the development and implementation of Public Health strategies, programmes and action plans, which may include the following areas: engaging key stakeholders, attending meetings, developing action plans, coordinating and writing press releases, monitoring programmes.

During the second year, the post-holder will specialise in their preferred area of Public Health (e.g public health intelligence, health improvement , health protection) and on specific project work within this specialism.

Graduates who join NYCC are expected to:

- achieve the objectives set for them;
- ask for help/clarity where needed;
- develop their knowledge through self-directed study – further research, reading and questions;
- fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning;
- work toward becoming professional member/associate where appropriate;
- make the most of the opportunities available within NYCC; and
- demonstrate NYCCs expected behaviours of:
 - focussing on customers and communities;
 - taking responsibility;
 - working together;
 - acting with integrity
 - building a culture of continuous improvement and innovation; and
 - leading by example.

Career progression

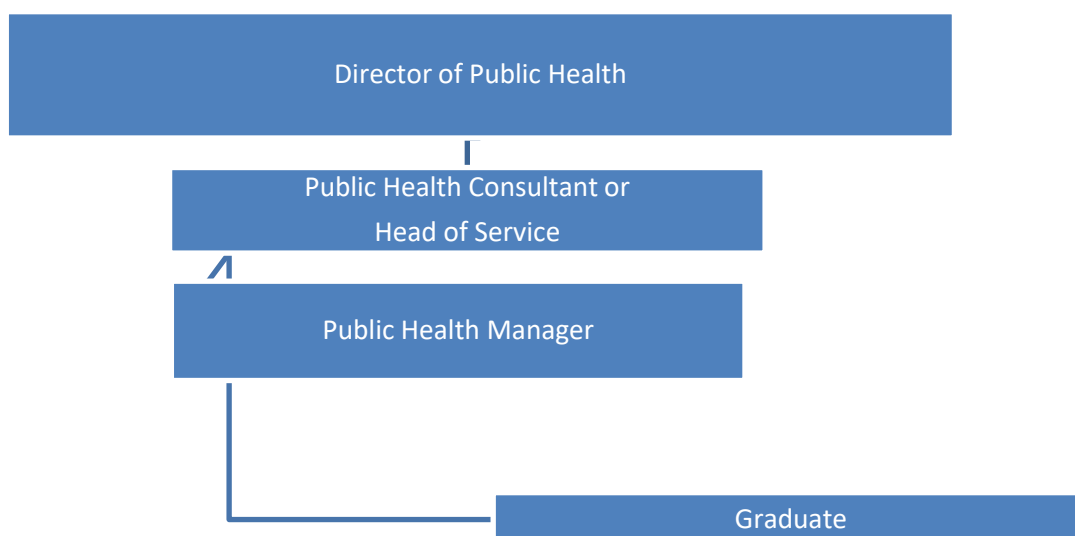
- The post is a 2 year development post which can be tailored (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they will be expected to manage a small project independently with oversight rather than close supervision. They will also fully understand the nature of the business and be able to suggest organisational/operational change/developments

Pay progression will be based on performance review at 6 months and then 12 months as follows:

- Months 1-6 spinal point 6, Grade E
- Months 7-12 spinal point 8, Grade F
- Months 13-24 spinal point 13, Grade G

Job profile

Structure



Job profile

Job Description

Job purpose	Typical graduate placements are required to deliver a range of projects within an area of specialism within the County Council to effectively meet the organisation's needs.
Operational management	<ul style="list-style-type: none"> • Deliver a quality service to internal and/or external customers as required; • Provide a complete 'end to end' service delivery, establishing ownership and closure as needed. • Support on the development, delivery and evaluation of interventions, including training and workshops on the specifics for the project/service area. • Support the corporate lead for a specialist subject area including acquiring and maintaining specialist knowledge, supporting on related policy and processes.
Communications	<ul style="list-style-type: none"> • Provide advice and guidance on the area of the service delivery the graduate is placed within as part of the project development and implementation. • Clearly communicate the requirements of the project and prepare clear written reports on progress and analysis carried out.
Partnership / corporate working	<ul style="list-style-type: none"> • Working with staff from across the different services of the County Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives. • Ensure links between the project and stakeholders are developed and maintained to provide an efficient service. • Develop an understanding of the wider role of the County Council
Resource management	<ul style="list-style-type: none"> • Identify and recommend appropriate action to service manager, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.
Systems and information	<ul style="list-style-type: none"> • Utilise management information to facilitate achievement of objectives. • Use a range of computer systems to manage and progress case work, analyse and report on relevant data and to maintain effective communication. • Adopt new ways of working when new systems are introduced,
Policy and projects	<ul style="list-style-type: none"> • Contribute to policy development, consultation and implementation process. • Support on Directorate and Corporate projects as appropriate with support from relevant service colleagues.

Job profile

Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Good understanding of how policies/procedures can be applied in practice to result in required outcomes. • Understanding the principles of Public Health and health disparities • The post holder will have an interest in addressing the wider determinants of health and knowledge and understanding of the impact local government and other external agencies can make on health and well-being. 	<ul style="list-style-type: none"> • Good knowledge of relevant legislation • Knowledge of change management processes
Experience <ul style="list-style-type: none"> • Experience of project work • Experience of managing a busy workload within set deadlines 	<ul style="list-style-type: none"> • Experience of working in a corporate and political context
Occupational Skills <ul style="list-style-type: none"> • Ability to work with a wide range of both internal and external partners • IT skills and ability to interpret and analysis data • Communication, presentation and interpersonal skills • Problem solving skills and the ability to find innovative solutions • Influencing and negotiating skills • Production of work to a high standard within agreed timescales • Be able to demonstrate the ability to work autonomously within own levels of expertise and authority taking responsibility to seek expert advice when appropriate 	<ul style="list-style-type: none"> • Policy formulation skills • Policy implementation skills
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Education to degree level • Good standard of literacy and numeracy to level 2 or equivalent • Commitment to CPD and ongoing learning 	<ul style="list-style-type: none"> •
Other Requirements <ul style="list-style-type: none"> • Team worker/collaborative working • Self-motivated and commitment to equal opportunities 	<ul style="list-style-type: none"> • Some roles will require the ability to travel across the County.
Behaviours	Link