

Northumberland County Council
JOB DESCRIPTION

Post Title: Health Improvement Practitioner		Director/Service/Sector: Public Health		Office Use	
Band: 7		Workplace: County Hall		JE ref: 3959	
Responsible to: Public Health Manager		Date: December 2023		Job Family:	
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Contributes to, and advises on, the development and implementation of local health improvement programmes. • Develops and maintains public health information and support structures • Facilitates and provides training courses in own area of expertise • May maintain information directories, data collection systems • To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the Council. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries 					
Resources	Staff	<ul style="list-style-type: none"> • Provides a range of training for staff and public in a range of public health areas • May line manage staff • Facilitates Public Health Training 			
	Finance	<ul style="list-style-type: none"> • Monitors project budgets when appropriate and reports to manager. • Handles small amounts of cash and store vouchers to purchase small resources for sessions. Responsible for safe use of training equipment. Orders public health campaign resources. 			
	Physical	<ul style="list-style-type: none"> • Analysis of health data and effectiveness of public health initiatives and programmes 			
	Clients	<ul style="list-style-type: none"> • Liaises with external agencies or General Practice on Public Health developments and health improvement programmes • Able to communicate at a variety of levels and across all ages of the designated population • Delivers Health Improvement training to community groups and healthcare professionals and others 			
<p>Duties and key result areas:</p> <p>Dimensions</p> <ul style="list-style-type: none"> • Develops and maintains public health information and support structures. • Facilitates multi-agency public health group work and community-based health needs assessment. • Implements monitoring and evaluation mechanisms to assess the impact of community action on health. • Provides training to a range of staff and community groups around their sphere of specialism. • Contributes to the development, implementation and evaluation of specialist local health improvement programmes, including public, user and carer involvement. • Undertakes any other tasks deemed appropriate by the line manager. <p>Communication and Relationships</p> <ul style="list-style-type: none"> • Liaises with external agencies or General Practice on Public Health developments and health improvement programmes. • Persuades and influence agencies to address health inequalities. • Skilled to deliver training in own area of expertise • Able to communicate at a variety of levels and across all ages of the designated population 					

- Provide and receives public health information. Motivational, negotiating and training skills are required. Present complex, sensitive or contentious information to large groups. Liaises with external agencies or General Practice, persuades and influences agencies to address health inequalities. Skills for training in own specialist area / presentations on range of issues to large groups e.g. child protection, sexual health, tobacco control, oral health, drugs and alcohol.

Analytical

- Analysis of health data and effectiveness of public health initiatives and programmes
- Provides information and judgements on content of press releases for the Comms Team.
- Able to collate and analyse data and produce reports as required

Planning and Organisational

- Organises health improvement events/ co-ordinates and organises multi -agency groups, project manages public health programmes.
- Able to plan own workload and would refer to manager for guidance if necessary.
- Plan and organise straightforward tasks, some ongoing
- Plan and organise complex activities or programmes, requiring formulation, adjustment
- Provide and receive complex, sensitive information. Uses persuasive, motivational, negotiating and training skills. Presents complex, sensitive or contentious information to large groups Liaises with external agencies or General Practice, persuades and influences agencies to address health inequalities, skills for training in own specialist area/ presentations on range of issues to large groups e.g. Obesity, Mental Health, Empowering Communities, Ageing Well and Young People's Health.
- Plan and organise straightforward tasks and complex activities or training programmes that require adjustment to meet the needs of client groups. Organises health improvement events, co-ordinates and organises multi agency groups, manages public health programmes.

Patient/Client Care

- Provides health improvement advice which supports the care and education of service users.
- Delivers Health Improvement training to community groups and healthcare professionals and others

Policy and Service Development

- Implements national and local policies within local communities, impacting across a large number of community groups and areas.

Physical and Financial Resources

- Supports community and voluntary sector organisations where possible in securing resources to enable them to achieve health related goals.
- Identifies appropriate levels of resource to deliver health improvement programmes.
- Monitors project budgets when appropriate and reports to manager.
- Carries out risk assessment of equipment and activities

Human Resources

- Provides a range of training for staff and public in a range of public health areas
- May line manage staff

Information Resources

- Occasional requirement to create a range of publications using desk top publishing and other software, requiring adjustment and manipulation of information.

- Produce reports, public health information material
- Develops and maintains health improvement directories – as required.
- Occasional requirement to develop or create reports, documents, drawings
- Regular requirement to develop or create reports, documents, drawings; responsible for maintaining one or more information systems, significant job responsibility

Research and Development

- Undertakes public health audits and trials and public involvement surveys as & when required.
- Occasionally participate in R & D/ Regularly undertake R & D activity

Freedom to Act

- Guided by national, local policies and local health improvement programmes.
- Operational guidance available as required
- Clearly defined occupational policies, work is managed, rather than supervised

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref: 3959
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • Degree in relevant subject or equivalent qualification or experience e.g. Registered Nurse, Public Health / Health Improvement / Community Development. • Knowledge of public health /health improvement, acquired through training, extended courses and experience to degree level equivalent. • Knowledge of the issues relating to topic area • Specialist knowledge across range of procedures underpinned by theory • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods • Knowledge across range of procedures underpinned by theory Knowledge of public health /health improvement, acquired through training, extended courses and experience to degree level equivalent 	<ul style="list-style-type: none"> • Teaching/training/group work qualification 	
Experience		
<ul style="list-style-type: none"> • Experience of working in a multi-agency environment • Experience of involving local communities in identifying their own health needs • Significant experience of working with multi-agency professionals in public health project delivery or related community health programmes • Experience of involving local communities in identifying their own health needs • Knowledge of or experience in coaching and mentoring practices and tools • Knowledge of or experience in Quality improvement tools, techniques and methods 	<ul style="list-style-type: none"> • Teaching/Training experience • Experience of data analysis/audit • Experience of report writing • Experience of conducting health surveys/ data collection 	
Skills and competencies		
<ul style="list-style-type: none"> • To lead, inspire and motivate others to high performance by agreeing clear goals and objectives, providing support and guidance and creating opportunities for development • To contribute to the development of a culture of high engagement, where staff are empowered and entrusted to provide the best services and care for patients 		

<ul style="list-style-type: none"> • To promote and facilitate innovation and continuous improvement to deliver better services for service users and patients • Accountability for the leadership of post holders' staff / teams / departments • Analyses available health data and effectiveness of public health initiatives and programmes • Identifies and assesses alternative approaches to health improvement and the resources required • Co-ordinates and organises multiagency groups • Ability to communicate appropriately with a range of people, across a range of settings • Competent basic IT skills • Time management skills • Ability to be flexible in working hours (occasional weekends and evenings) and environments to meet the needs of the service. • Learning agility and commitment to self-development • Standard driving. • Keyboard skills with precision and speed to produce service reports. 		
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Physical, mental, emotional and environmental demands

<p>Physical –</p> <ul style="list-style-type: none"> • Occasional moderate effort lifting training equipment and health improvement resources 2-3 times per month, up to 20 mins at a time • Competent keyboard skills, use of training equipment. • Combination of sitting standing and walking. Occasional moderate effort for several short periods. May lift health improvement materials/move display equipment. • It is an essential requirement of the role that the post holder has a valid driving licence and is either a car owner and able to use the car for work purposes or has a Council personal lease vehicle which may be used for the role. However, the Council would consider making reasonable adjustments to the role, if necessary, to enable a disabled person to undertake the role • Occasional considerable physical effort for short periods Combination of sitting, standing and walking, may lift health improvement materials, training equipment and resources <p>Mental –</p> <ul style="list-style-type: none"> • Occasional mental concentration required for inputting or analysing data, completing reports or assessments. “-3 times per month up to 2 hours at a time <p>Emotional –</p> <ul style="list-style-type: none"> • Occasional exposure to service users with emotional or mental health problems. • Occasional distressing or emotional circumstances within the workplace or exposure to distressed staff or member of the public during group work. 		
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Working Conditions – <ul style="list-style-type: none"> • Driving required in winter conditions. Otherwise, just office environment. 		
Motivation		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits