

Northumberland County Council

JOB DESCRIPTION

Post Title: Public Health Manager		Director/Service/Sector: Public Health		Office Use
Band: 10		Workplace: Northumberland County Council		JE ref: 4035 HRMS ref:
Responsible to: Senior Public Health Manager		Date:	October 2021	
Job Purpose: ● To lead on the delivery against a targeted portfolio of public health work supervised by the relevant Senior Public Health Manager ● To contribute to the delivery of the corporate vision for Northumberland as articulated in the Sustainable Community Strategy, the Corporate Plan and other key corporate strategies. ● To provide regular advice to the Senior Management Team, Director of Public Health, Council Departments, CCG, VCS, NHS Trusts and other statutory agencies in relation to health improvement and health protection. ● To contribute, advise and lead on the development and implementation of health improvement, health protection and healthcare quality programmes ● To contribute to the management of, and lead on some elements of commissioned public health services through regular performance monitoring and improvement processes, needs assessment and service reviews				
Resources	Staff	Responsible for the co-ordination of collaborative working across partner organisations, service providers and Internally within the council. Provide direct line management for departmental junior staff, including but not limited to admin. To provide advice and direction to multiple teams who may not be under the post holders' direct control to deliver against service priorities as required		
	Finance	Preparing, monitoring and reporting on budgets within the scope of the portfolio. To advise and co-ordinate spend of up to £1.5million on public programmes and external funding agreements to meet statutory and non-statutory functions to improve and protect population health and reduce health inequalities and co-ordinate management of any additional grant funding from Government as required.		
	Physical	Management of budgets using relevant software. Management of data and intelligence, including complex and sensitive data and personal confidential data, where required		
	Clients	Responsible for providing regular specialist advice, assistance, guidance and training to staff based within the Local Authority and in Community Pharmacies, Primary Care, Integrated Care Systems, Primary Care Networks, CCG, NHS Trusts, VCS organisations etc. Responsible for performance monitoring for staff delivering services in commissioned services		
Duties and key result areas:				
Surveillance, assessment population health (analysing, interpreting information, knowledge and statistics) ● Contribute to the development of the assessment of population needs, health inequalities, health impact assessment and identification of areas for action. ● Receive, interpret and present very varied epidemiological and complex statistical information in agreed key policy areas to appropriate groups and organisations. This function will inform evidence-based decision making and assist the commissioning of public health services and programmes to develop solutions that tackle difficult problems which will have a positive impact on the long term health of the Northumberland population. ● Assist the Senior Public Health Manager and contribute to ensuring that information systems in place deliver the information needed for monitoring and reviewing progress in agreed key policy areas and where necessary work with other senior members of the service to address information needs. ● Co-ordinate and contribute to several priority areas and public health programmes, engaging with a range of partners, organisations and individuals within all sectors and settings, which at times can be challenging. ● Contribute to and ensure that the JSNA is developed and utilised to target the interventions that inform strategies which will have a major direct impact on the wellbeing of members of the public/community.				

- Utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations, using both quantitative and qualitative data to inform decision making for long term impact.

Policy and Strategy Assistance

- Contribute to the development, production, implementation and monitoring of plans and strategies that support the Public Health agenda, as directed by Public Health Senior Manager.
- Work with key health sector organisations and other statutory and voluntary sector organisations to support the development and implementation of strategies, action plans, policies and services to meet specified public health and health service targets, in line with government guidance.
- Assist the CCG and local health service providers as required, regarding the Public Health Core Offer and service reviews, to ensure health care quality and health improvement.
- Assist strategy negotiation, development and implementation for portfolio areas outlined, including interpretation of National Institute for Healthcare and Clinical Excellence guidelines, Policy and statutory guidelines.
- Lead on the development of needs assessments as required by the Public Health Senior Team.
- Produce up to date publications and health improvement materials in relation to specific portfolios.

Commissioning and Service Development

- Contribute to the development, procurement and re-procurement of public health services and initiatives from a range of multi-sector providers relevant to key public health policy and portfolio areas.
- Review, interpret, explain and enforce statutory and County Council regulations, ensuring appropriate policies and procedures are followed.
- Write contract specifications and tender documents in relation to the commissioning of public health services, initiatives and projects.
- Develop performance and project management frameworks and systems for the supervision and management of commissioned contracts, using both national and local quality or evidence base.
- Undertake public health service performance and evaluation.
- Advise on the development of contract documentation including service level agreements and service specifications for new/existing contracts through working in collaboration with the NCC Procurement Team throughout tendering processes for commissioned services
- Monitor performance of public health service contracts and takes action where necessary.
- Provide advice and assist partners on implementation, evaluation systems and reporting mechanisms which monitor the progress and outcomes of commissioned services
- Undertake as directed, on behalf of the Joint Commissioning Group, regular service reviews of Public Health commissioned services
- Provide timely reports to NCC and funding bodies on the progress and impact of Public Health programmes
- Lead and manage the development and implementation of specific projects, utilising project management approaches to ensure the achievement of key public health project objectives and deliverables on time and within budget

Collaborative working and partnership development

- Ensuring effective communication, which is often highly complex, sensitive to a range of partners on programmes and interventions. This involves exchanging oral and written formats of complex/contentious information with a wide range of audiences.
- Has highly developed influencing skills that convince partners to adopt Public Health related policies
- Liaise with external partners such as UKHSA, OHID and DHSC to ensure service delivery is consistent with national and regional governance and data handling policies and processes
- Contribute to the development and delivery and long term public health strategic plans to meet local needs and contributes to the implementation of government policy in Northumberland, through the Health and Wellbeing Board, in agreed key policy areas.
- Contribute to the development and delivery of short and long-term strategic plans and local initiatives which involve a range of partners, and disseminate learning and effective practice across partners in other areas.
- Engage with managers & staff across a range of agencies in assessing health needs and addressing health inequalities.

- Establish and maintain positive partnerships with key organisations to ensure co-operation and a commitment to reducing health inequalities and improving health across Northumberland.
- Facilitate development of mechanisms to involve service users and carers in planning, development and commissioning.
- Make links with other agencies, in neighbouring authorities & organisations to facilitate improved access to services.
- Actively promote and represent the interests of the County Council in relation to public health service activities and policies at a local, regional and national level, as required.

Research and Development

- Undertake commissioning of research and development projects and studies where a need has been identified in agreed key public health policy areas.
- Participate in research and development/monitoring and evaluation for portfolio topic areas.
- Ensure that work is based on a sound research and evidence base.
- Analyse and evaluates qualitative and quantitative data and research from a variety of sources in relation to key public health policy areas and to make evidence-based recommendations for action.
- Undertake research into areas of effective public health practice and disseminate information to inform commissioning intentions.

Financial Responsibility

- Prepare financial reports to monitor effective spend from an agreed budget.
- Contribute to the setting and monitoring of the budget.
- Contribute to the development of funding proposals and bids in relation to the further development of services.

Staff Responsibility

- Provide management and leadership to the Public Health staff on specific programmes of work, ensuring work is fit for purpose.
- Provide line management or supervision to Public Health staff as required

Self Development

- Take part in professional development and training as identified and to attend relevant conferences/seminars/workshops as required
- Take part in the Council's appraisal process.

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:	This post has a county-wide remit, therefore there requires frequent attendance at county-wide sites The post also requires regular attendance at regional sites This post may require occasional attendance at national sites
Working patterns:	This post is full-time Hours are based on standard office hours, with flexible working expected to meet the demands of the post This post requires some evening/weekend working This post may require occasional overnight stays
Working conditions:	The post is predominately office based, with some off-site working as required. Long periods of concentration, which can be over a number of days where analysis of data, production reports and presentations need to be produced, during this time there may be constant high level interruptions.

Northumberland County Council PERSON SPECIFICATION

Post Title: Public Health Manager	Director/Service/Sector: Public Health	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
• Degree in Public Health, Health Promotion or related field • IT knowledge /qualifications – Excel, PowerPoint, Word, databases • Knowledge and understanding of the main health inequalities in Northumberland and the social determinants of health • Knowledge of National and local health policies and strategies • Knowledge of health related indicators and performance management • Evidence of continuing personal and professional development • Proven track record of adapting and applying public health skills, knowledge and competencies to all priorities as well as be able to apply the evidenced base to all public health programmes and settings. • Working towards a Masters Degree	Masters Degree in Public Health, Health Promotion or related field Relevant qualification in health, social, education or criminal justice or Relevant qualification in sexual health and /or reproductive health promotion Registration as a Public Health Practitioner with UKPHR Management or leadership qualification	a) a) i) i) i) a) a)
Experience		
• Specialist health improvement/development/wider determinants of health or community centred approaches knowledge which can be applied to key local priorities • Experience at multi-agency partnership working • Experience of elements of the commissioning cycle (needs assessment, specification development procurement, evaluation, performance management) • Project management – planning, managing and delivering projects/ work programmes on time and to budget, particularly in a multi-disciplinary environment • Experience of collating, analysing and presenting complex, sensitive or contentious information to a range of partners. • Experience of using performance indicators to manage performance • Experience of or evidence of financial management skills, including budget setting, project costing and budget management • Experience of supervision of staff, including training and development • Experience of strong partnership working, working as part of a team and also working independently • Experience of preparing and submitting work proposal and reports.	Experience working with targeted vulnerable groups of children, young people and adults or Experience of working within sexual health Experience of managing staff	a) a) a) a) a) a) a) a) i) a) a)
Skills and competencies		

• Subject to managerial discretion the postholder must have the ability to interpret a broad scope of guidelines and use discretion and initiative to develop programmes of work with minimal oversight from senior manager • Ability to negotiate and reach satisfactory and productive outcomes with a range of partners including providers, councillors and members of the public • Excellent communication and presentation skills (written, verbal and IT) with the ability to express complex data and contentious concepts in a clear, concise and understandable manner in a variety of formats to a range of stakeholders. • Well-developed analytical skills, including collection of data and preparation of reports. • Ability to provide a range of complex data in a variety of formats appropriate to a range of stakeholders (senior managers, service user groups etc.) • Ability to plan, lead, performance manage, deliver and evaluate projects • Understand issues of confidentiality in relation to the provision of data and person-level information • Ability to work accurately and with precision • Ability to respond positively to change • Capable of working on own initiative • Excellent ICT skills to support the management of data, including finance and performance data	Advanced ICT skills	I) I) I) A) A I I I I A
Physical, mental and emotional demands		
• Commitment to high standards of professional performance • Commitment to user and carer or community involvement in development and planning processes • Flexibility and commitment to providing effective services • Ability to work in pressurised situations, working to strict deadlines • Ability to deal with competing demands and prioritise workload effectively • Ability to stay calm in emotionally challenging situations • Need to maintain awareness for lengthy periods of enhanced concentration, for example working on the same piece of work over a number of days, whilst dealing with constant high level interruptions		All at interview
Other		
• Able to meet the travel requirements of the post • Ability to work flexibly, to meet the demands of the post • Ability to organise own workload • Ability to engage and motivate a wide range of client groups • A team worker • Dependable, reliable and keeps good time • Displays and encourages high standards of honesty, integrity, openness and respect for others • Willing to acquire new skills • Seeks support and advice on issues that are beyond professional competence • Manages own time effectively		All at interview

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