

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Consultant in Public Health – Health Protection and Sustainable Places
<b>Grade</b>	SM1
<b>Service</b>	Public Health
<b>Reports to</b>	Director of Public Health & Wellbeing
<b>Location</b>	One Friargate, Coventry
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role / Output

The postholder will be responsible for:

1.1. Strategic development of major health and wellbeing system themes including health protection, addressing climate change and reducing inequalities. This will involve:

- Understanding and analysis of the evidence, data, population characteristics and stakeholder issues in relation to inequalities
- Lead the development and delivery of key priorities relating to health protection, inequalities and place-based public health.
- Working with colleagues and other agencies to identify and develop innovative approaches to reducing inequalities, improving place-based public health and protecting the health of our diverse communities.
- Key strategic internal and system-wide leadership roles around health protection and place-based public health including work on addressing climate change.

1.2. Creating and developing effective stakeholder engagement and involvement in the delivery of the health protection agenda. This will include.

- Identifying and working with key stakeholder groups
- Membership of key groups, including lead consultant role within the Health Protection Committee, Integrated Care System and other boards and groups related to health protection, sustainability and health inequalities.
- Developing multi-professional and multi-agency partnerships to improve health protection
- Creating and developing networks of interest.
- Engaging with community, voluntary, patient and interest groups to ensure effective public contributions to health protection, sustainability and associated public health commissioned services.
- Ensuring that there is an understanding of how programmes led by different groups and organisations contribute to these health themes and deliver health improvements.
- Building effective links to universities and research to ensure a strong evidence base and innovative approach to delivering health and life chance improvements, and reducing inequalities

1.3. Effective delivery of the health protection and place-based public health workplans. This will involve:

- Delivering effective oversight of all areas of activity in health protection, including pandemic planning and response, and assurance of screening and immunisations.
- Ensure the effective commissioning and monitoring of public health programmes

- Ensuring clear project plans, milestones and deliverables are identified for all substantive projects.
  - Managing the programme managers and supporting them to deliver the workplan.
  - Identifying the key overall health and well-being outcomes. Developing and delivering effective evaluation of the major projects and priorities.
  - Working with researchers and Universities to develop a strong evidence base and evaluative culture.
- 1.4. Providing effective public health leadership at the local and wider area in relation to health protection, inequalities, and associated programmes. This will include:
- Creating a strong profile for health protection within Coventry, particularly around inequalities, air quality and immunisation and contributing at regional and national level.
  - Ensuring we have a coherent story for health protection and place-based public health that enables a wide range of stakeholders within and beyond Coventry to engage with the work being undertaken.
  - Ensuring that where applicable that projects/programmes and other initiatives that could impact on inequalities identify explicitly how they will improve health and see themselves as contributing to people's health.
- 1.5. Contribute to the development of local clinical and PH networks to share expertise and skills, and to facilitate delivery of best practice across the range of public health functions with relevant partner organisations. Work with a range of organisations on identifying the opportunities for their activities to improve health outcomes across the whole life course.
- 1.6. Act as Educational Supervisor, potentially with overall responsibility for Public Health trainees, Foundation Doctors and GP trainees or Clinical Supervisor overseeing trainees work on projects and other activities linked to the inequalities and life chances agenda.
- 1.7. Contribute to Coventry City Council's emergency planning, epidemic and pandemic response including the response to Covid-19 and delivery of the Local Outbreak Management Plan.

In general, the post-holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, negotiation, influencing and motivation skills and flexibility are required to deal with complex public health issues, to advise and make recommendations regarding services and patient care and to ensure that resources are strategically applied across the population of Coventry in a way which improves the health of the population at the same time as reducing health inequalities.

A high level of tact and diplomacy is required and an ability to understand and operate within other organisational cultures to enable effective working across organisational boundaries and influencing without authority.

Within the Public Health Team, the post-holder will use a matrix working approach across the breadth of PH responsibilities within the City Council, supporting the roles of other Consultants and their teams and the Director of Public Health & Well Being roles and responsibilities as required.

## Main Duties & Key Accountabilities

The postholder:

- Will manage a small number of staff (including trainees) including recruitment, appraisals, assessments, disciplinary and grievance responsibilities etc)
- Will be an authorised signatory and will manage budgets as delegated
- Will be responsive to PH emergency response requirements depending on local arrangements
- Will be expected to deputise for the Director as required
- Will manage Specialty Registrars in Public Health

### **Professional obligations**

The postholder will be expected to:

- Participate in the organisation's staff appraisal scheme and departmental audit, and ensure appraisal and development of any staff for whom s/he is responsible
- Contribute to the training programme for Foundation Year Doctors/SHOs/GP Trainees/ Specialty Registrars in Public Health and to the training of practitioners and GP trainees within the locality
- Pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health Register.

### **Key tasks**

The job description will be subject to review in consultation with the post-holder and in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.



## **CORE COMPETENCY AREAS for Public Health Consultants**

### ***Surveillance and assessment of the population's health and well-being***

- To design, develop and utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations.
- To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, Local Authority and voluntary organisations.
- To write and/or contribute to national and local policy setting reports on the health of the population of Coventry.

### ***Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services***

- To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and to develop high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations, etc, in potentially contentious and hostile environments where barriers to acceptance may exist.
- To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
- To be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.

### ***Policy and strategy development and implementation***

- To lead on behalf of the Council on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets.
- To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board or equivalent level.
- To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

### ***Leadership and collaborative working for health***

- To take the lead role on behalf of the Council in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors and by taking lead responsibility with a defined local authority. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.
- To lead on the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets.
- To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.

## DEFINED COMPETENCY AREAS

### ***Health Improvement***

- To be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas. This may include engagement with primary care professionals and community staff to raise awareness and achieve engagement in their public health role.
- To take a Board or equivalent level leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
- To provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

### ***Health Protection***

- To take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including delivery of immunisation targets and Covid Outbreak Management Plan.
- To take part in local arrangements and contributing to the on-call rota for the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection agreements.
- To communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

### ***Service Improvement***

- To provide expert advice to support evidence-based commissioning, prioritisation of services for the population (and in some circumstances providing highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health.
- To be responsible for implementation of national standards/guidance and frameworks.
- To lead the developments of clinical networks, clinical governance and/or audit.

### ***Public Health Intelligence***

- To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
- To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.



- To lead on, plan and design agreed aspects of the assessment of health needs, health inequalities, and health impact assessment, to identify areas for action within the local population based on the best available evidence and to be responsible for short and long term planning and for providing advice on the treatment of groups of populations.

### ***Academic Public Health/ Research and Development***

- To undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service and reduce health inequalities. This may involve taking the lead on R&D public health and related activities.
- To develop links with academic centres as appropriate and the West Midlands Public Health Observatory to ensure the work of the organisation is based on a sound research and evidence base.
- To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including the local authority and the voluntary sectors, by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health.

## **GENERAL CONDITIONS**

### ***Terms and conditions of service***

Those candidates who meet the requirements for appointment as a Consultant in Public Health Medicine will be eligible for the NHS Consultant Contract.

### ***Emergency Planning and Response***

The postholder will be expected to participate in emergency planning arrangements for Coventry & Warwickshire. Suitable training will be provided for those who need it in discussion with UKSHA.

### ***Indemnity***

As the postholder will only be indemnified for duties undertaken on behalf of Coventry City Council the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of the Coventry City Council.

### ***Flexibility***

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

***Confidentiality***

A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

***Public Interest Disclosure***

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

***Data protection***

If required to do so, the postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

***Health and safety***

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

***Equal opportunities policy***

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place, and it is for each employee to contribute to its success.

Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
OHID UKSHA Neighbouring Local Authorities Voluntary & Community organisations University Hospital Coventry & Warwickshire Coventry & Warwickshire Integrated Care Board	Public Health, Insight & Migration Team Corporate Leadership Team Extended Leadership Team Legal, Finance, Information Governance, Procurement Education, Economic Development, Employment, Housing & Homelessness, Sustainability, Coventry Elected Members

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Programme Managers, Programme Officers, Specialty Trainees in Public Health, F2 Medical Trainees and GP Trainees in Public Health.

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
High level of understanding of epidemiology and statistics, public health practice, health economics and health care evaluation	
Full understanding of and commitment to addressing relationships and cultures of organisations that impact on the wider determinants of health	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	
Understanding of interfaces between health, social care and children's services	
Understanding of social and political environment	
Appreciation of the Public Health system across health, local authority and third sector	
<b>Skills and Abilities</b>	
Strategic thinker with leadership skills	
Developed staff management skills; providing clear vision and objective setting and willingness to tackle sub-optimal performance	
Evidence of management of a budget	
Excellent verbal and written communication skills, able to persuade and influence stakeholders in a political environment	
Ability to respond appropriately in unplanned and unforeseen circumstances	
Ability to design, develop, interpret and implement policies	
<b>Experience</b>	
Experience of working as a Public Health Consultant	
Evidence of being able to add public health values to corporate agenda	
High level programme management skills	
Experience of working in complex political and social environments	
Experience of using data, research and intelligence to understand complex circumstances, design solutions and drive activity	
Experience of successful working with local authority elected members	

<b>Qualifications</b>
Inclusion in the GMC Specialist Register/GDC Specialist List or UK Public Health (Specialist) Register (UKPHR)
Public health specialty registrar applicants who are not yet on the GMC Specialist Register, GDC Specialist List in dental public health or UKPHR <u>must</u> provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview. All other applicants not yet granted specialist registration, <u>must</u> provide verifiable signed documentary evidence from the register concerned that they have submitted satisfactory evidence and therefore registration within six months of date of interview is assured
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body.
<b>Special Requirements</b>

<b>Date Created</b>	August 2022	<b>Date Reviewed</b>	December 2022
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