

Job description

Job title: Health Programme Advisor

Grade: Grade 10/11

Job evaluation reference: HS427a,b

Job family: Health and Social Care

This post will be established at either Grade 10 (Level 1) or Grade 11 (Level 2) depending on the needs of the Service/Directorate and the demonstrable Knowledge, Skills and Experience to provide clear criteria for additional responsibilities and accountability within public health career progression. Posts established at Level 2 will satisfy the additional criteria set out in both this job description and the accompanying person specification.

Purpose and impact

1. Lead on specific programme area(s) in line with overall objectives and work plan of Public Health Dorset. This may include the mandatory programmes (eg NHS Health Checks, National Child Measurement Programme, Sexual Health) or other non-mandatory programmes such as drugs and alcohol, and other health improvement projects
2. Work closely with other members of the team to ensure appropriate links and integration between programme areas.
3. Build and maintain effective communication and working relationships with a range of internal and external stakeholders, including local authority, NHS and voluntary sector staff at all appropriate levels.
4. Provide capacity as part of the wider public health team, to deliver agreed public health messages and work flexibly to address inequalities.

Key responsibilities

Level 1

5. To lead on specific programme area(s) as agreed with the Programme Lead using professional judgement, discretion and subject knowledge to ensure effective assessment and planning.
6. To contribute to the assessment of health needs, health inequalities and health impact assessment in relation to specific programme area(s).
7. To develop strategies, action plans, initiatives and policies for agreement with colleagues from a range of agencies, aimed at delivering agreed local Public Health outcomes.
8. To liaise effectively with a range of colleagues including external agencies / General Practice / Pharmacists as well as members of the public.
9. To participate actively in the evaluation of programme delivery.
10. To monitor and report on programme performance.
11. To be flexible and use appropriate judgement to address gaps in information, and evidence, balancing different options for delivery.
12. To ensure there is integration between programme areas within Public Health.
13. To contribute as a member of the wider public health team to achieving improved population health
14. The post holder will ensure that evidence-based, cost-effective and outcomes-focused public health principles are included as part of this work.

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15. To work to the direction of the Heads of Programmes to provide cross-cover or additional capacity in response to particular pressures within the team.
16. To provide training in their specific programme area to team and wider public health to support professional development and business continuity.
17. The post-holder has a personal duty of care for resources used in the course of their work and will be aware of budgets and liaise with senior staff regarding authorisation.
18. The post holder will be responsible for providing training in their specific area to wider public health team and others.
19. Represents team / function at Committees / Forums as directed by Programme Lead/Senior HPA, providing advice on matters relating to own work area.
20. Working across Dorset Integrated Care System (ICS) footprint, and partnership organisations at all levels.
21. The post-holder has a personal duty of care to safeguard and promote the welfare of children, young people and Adults at Risk in line with the Policies and Procedures within the Pan-Dorset Safeguarding Children and Adults Partnerships.

Level 2

Appointment to Level 2 will be subject to the postholder undertaking the following additional responsibilities and accountability for:

22. Provide specialist and technical advice and instruction to other organisations and be part of decision making and governance forums on mandated Public Health

Functions such as:

Health Protection – Providing technical Covid Response advice including Local Outbreak Management decisions which ensure organisations minimise risk and contain local infection rates. Decisions may impact significantly on the operational running of other organisations such as schools or businesses.

- Health Inequalities – Using population health management data recommend evidence based programmes and plans, working with Primary Care Networks and Strategic Partnerships. This may include commissioning of services which improve the health and wellbeing of populations. An integral part of the role is supporting and being part of decision-making processes within partnerships, examples of project areas include: Mental Health and Physical Activity for Children and Young People; Immunisation strategies to reduce inequalities; Social Prescribing and Collaborative Practice models; strategies to reduce Food Insecurity.

Commissioning – Providing decision-making on the design and procurement of services; modelling finance, resources and impact, and leading the contract management of commissioned providers. Contribute significantly to how services are designed, implemented and quality assured including Decisions to award or terminate contracts which can impact significantly on service provision.

Behavioural Insight – leading in the production of behavioural insights reports on behalf of partner organisations such as the CCG and PHE, providing decision-making and recommendations that impact significantly on how other organisations deliver services. Examples, include decisions that will impact on how cancer



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screening or immunisation programmes are delivered to improve uptake and reduce inequalities in access.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Level 1

- 23. Reporting to: Senior Health Programme Advisor and Programme Lead(s)
- 24. Responsibility for: No direct responsibility for any members of staff, however there will be a requirement to take the lead in project management for specific projects.

Level 2

- 22. Reporting to Senior Health Programme Advisor and Programme Lead(s)
- 23. Responsibility for:
 - a. HPA's will supervise and coach public health team members / other staff as an integral part of their role as Subject Matter Experts and/or where they have specialist technical knowledge and skills. Examples include: Behavioural insight; community development; commissioning & contract management; health protection; Substance misuse; Sexual health; Children and Young People's Public Health and project management
 - b. HPA's will coach and mentor other staff to complete Continuous Professional Development for example; The Public Health Portfolio (Registration); Client Centred Consulting or Mental Health and Wellbeing

Other factors

Resources

- 25. To be responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
- 26. Authorised signatory for small payments within scheme of delegation.

Working Environment

- 27. Working conditions are predominantly office based / home working based, requiring the use of display screen equipment.
- 28. There may be occasional exposure to indirect emotional circumstances.
- 29. There will be a requirement for travel across the Dorset Integrated Care System (ICS) footprint.
- 30. The post holder will experience a work pattern that may be unpredictable in nature at times.
- 31. Occasional prolonged concentration will be needed to ensure tasks are completed and details are accurate.



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- 32. The post holder will need a high level of concentration whilst compiling reports.
- 33. Exposure to distressing or emotional circumstances is rare or occasional. There may be a need to impart unwelcome news to stakeholders/staff.
- 34. Postholder must be able to fulfil the travel requirements of the post.

Contacts and Relationships

- 35. To work in a team of public health programme advisors on related programmes and agendas to identify possible innovative initiatives spanning more than one programme area, population or place.
- 36. To work in partnership with a range of organisations, including Dorset Council, Bournemouth, Christchurch and Poole Council, other local government, CCG, local teams from NHSE & NHSI and PHE, voluntary sector, and service providers to ensure effective communication and enable delivery in their specific programme area.
- 37. To be aware of differing cultures and the requirements of different organisations and be able to ensure that work programmes have relevance for all partners.
- 38. The post holder will have good communication and negotiating skills.

Work Demands

- 39. The post holder will initiate and plan their work programme for their lead area(s), making adjustments to meet stakeholder requirements, keeping abreast of related national issues, ensuring collection of relevant local information and if required making changes to working practices or systems in their area of responsibility.
- 40. The post holder will be able to respond flexibly to a range of conflicting demands, reviewing and adjusting priorities in response to these multi-agency communications.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Post-registration/graduate diploma level or equivalent in a relevant subject, or equivalent level of knowledge or experience.
Experience	
2.	Recent previous experience within a comparable role.
3.	Recent previous experience of working within a customer focused environment.
4.	Experience of multi-agency / partnership working.
5.	Experience of data management / record systems management.
Skills, abilities & knowledge	
Knowledge	
6.	Specialist knowledge/training in relevant Public Health specialties or areas of particular expertise e.g.
7.	Knowledge of a full range of administrative procedures.
8.	Knowledge of relevant specialist software.
Key Skills	
9.	Standard keyboard skills.
10.	Familiarity with Microsoft Office packages.
11.	Demonstrable ability to prioritise effectively.
12.	Ability to use own initiative within sphere of responsibility.
13.	Evidence of good communication skills, both verbal and written.
14.	Demonstrated ability at exercising tact and diplomacy.
15.	Demonstrated ability to analyse situations and to provide a resolution.
16.	Ability to build relationships with a wide variety of service providers.
17.	IT skills / interpreting management information.
Behaviours	
18.	Respect
19.	Responsibility
20.	Recognition
21.	One Team: Collaboration
Other	
22.	Ability to fulfil the travel requirements of the post.
23.	Flexibility to respond to a range of conflicting demands.

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Experience
24. Project management experience.
25. Experience of working as part of a professional team.

Appointment to Level 2 will be subject to the postholder demonstrating the additional criteria below:

Essential

Essential criteria are the minimum requirement for the above post.

Skills, abilities & knowledge
Knowledge
26. Advanced specialist knowledge and/or training in relevant Public Health specialities or areas of particular expertise e.g. Health Protection, Behavioural Insight / Change; Commissioning, community development; Substance misuse; Sexual health; Children and Young People's Public Health; project management; intelligence or healthcare public health.
27. Demonstrable Continuous Professional Development (e.g. a portfolio of evidence) in at least one key area of specialist knowledge or expertise and/or skills development
Key Skills
28. Coaching and mentoring skills
Experience
29. Project management experience.
30. Experience of working as part of a professional team.
31. Experience of leading projects
32. Experience of change management

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
33. Registration as a "practitioner" on the UK Public Health Register (UKPHR)

Approval