

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
ADULT CARE AND COMMUNITY WELLBEING

Job Ref Number: 02665

Service Area: PUBLIC HEALTH

Grade: 6

Job Title: PUBLIC HEALTH ASSISTANT

PURPOSE OF JOB:

Public Health is the system lead for identifying actual and potential health need and developing strategic solutions to promote wellbeing, prevent ill-health and improve outcomes for those experiencing health challenges, through evidence-based practice. Driven by national legislation and strategy including the Health and Care Acts, Care Act and Public Health statutory duties, the Themes and Priorities of Lincolnshire's Joint Health and Wellbeing Strategy, the Integrated Care Strategy, the Council's Corporate Business Plan and the Commissioning Strategies of the division and other Council departments, the service seeks to achieve outcomes defined in national Public Health and Adult Care Outcomes Frameworks (PHOF, ASCOF), Council performance frameworks and specific contractual arrangements.

Public Health is complex and often unpredictable, requiring constant re-prioritisation in response to organisational and statutory change, requiring work to be planned, evaluated and allocated against prescribed timescales and performance reporting.

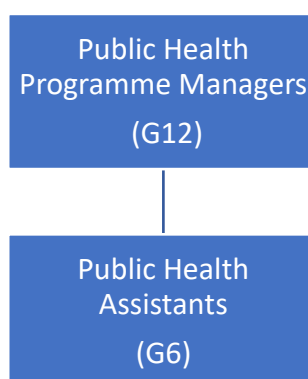
This post:

- Will provide a general support role across the three public health domains:
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 - Health Protection
 - Health Improvement
 - Health Care Public Health
- through a programme management matrix approach.
- Has responsibility for a number of set tasks across the Divisional Work Programme.
- Supports the delivery of the strategic commissioning process in line with the One Council Commissioning Model; ensuring a consistent strategic commissioning approach across the Council; assisting with the shaping, planning, design and delivery of new commissioned services; assisting, contributing to and supporting the redesign of existing services, performance review frameworks and joint review processes and ensuring an integrated approach to performance management, quality standards and service delivery.
- Supports colleagues with organisational transformation and changes in ways of working through a flexible approach to working in a matrix system of management.
- Works effectively and proactively in a programme management approach assisting the Public Health Programme Managers (PHPMs), Senior Public Health Officers (SPHOs), and Public Health Officers (PHOs) in developing robust evidence bases and strategies, working within a range of partnership arrangements to buy, deliver or influence services to improve health outcomes across Lincolnshire.

The post-holder assists PH colleagues to provide solutions to achieve outcomes which are cost effective, credible and effective, navigating complex systems which are continually under pressure and changing.

- Provides assistance to the PHPMs, SPHO and PHOs in the programme management approach to designing new and re-designing existing services, commissioning and co-commissioning services to provide the best outcomes for people whilst providing financial value.
- Interacts in a range of settings and builds effective relationships with a range of people and organisations, members of the public, NHS and local authorities and community groups, developing and maintaining effective relationships to ensure that the Council can achieve its objectives. Relationships which the post-holder must establish within the authority are of equal importance.

TEAM STRUCTURE:



MAIN DUTIES:

1	Working within a programme management framework to assist and support needs analysis and commissioning work within assigned service sectors across the programme domains. Working proactively as part of Project Management Teams across programme domains and with one or more SROs, PHPMs, SPHOs, or PHOs, assist with the analysis of service performance information and external data (such as demographics, local/national priorities, and information gathered from service user consultation) to assess current service user needs. Assist colleagues to map identified need against existing provision of services, determining the range and level of services required. Provide appropriate and accurate advice to colleagues, including Public Health Senior Leadership Team (PHSLT) members, regarding best approaches, good practices and areas for improvement.
2	Assist and support the PH programme management approach to developing robust system-wide and internal evidence bases and population forecasts, extrapolating data to develop effective strategies, including ensuring completion and review of Lincolnshire's Joint Strategic Needs Assessment (JSNA), and Joint Health and Wellbeing Strategy (JHWS) and Integrated Care Strategy divisional Commissioning Strategies and contributing to the Council's Business Plan.
3	Develop and maintain robust and positive working relationships with PH, ACCW, Commercial Team and other LCC colleagues, providers and other stakeholders providing advice and direction as and when required and appropriate.
4	Take responsibility for monitoring and reporting on performance indicators and deadlines within project plans, taking action to ensure targets are met with regard to performance as well as project delivery. Follow up and challenge senior colleagues in a professional way to ensure deadlines are met.

5	Support and assist the PH work within a range of tactical partnership arrangements to buy, deliver and influence services, internally and externally, to achieve improvement in health outcomes across Lincolnshire.
6	Provide support and assistance to PH colleagues, through a flexible working approach, managing competing and sometimes complex demands from a variety of stakeholders, some of which will be contentious requiring a degree of support, persuasion and advocacy and awareness of the major policy objectives of LCC and key Partners.
7	Support and assist with ongoing communications activities, working with Corporate Communications, ensuring Public Health leaflets, intranet/internet site, blog, magazine, newsletter and other relevant communication channels are effectively developed and utilised.
8	Assist with the preparation of reports, briefing papers, and presentations where required.
9	Seek continuous improvement in service provision; embracing creative and innovative long term sustainable solutions to established, emerging and challenging issues. To challenge and continually improve performance and reporting focused on outcomes and impact, ensuring service performance is adequately reported to stakeholders.
10	Understand and continually develop knowledge of the health and care sectors, and a range of related services and providers including public, private, voluntary and community sectors; their aims, roles and responsibilities, operational structures, governance arrangements; whilst co-operating and collaborating, understand potential conflicts of interest, maintaining appropriate organisational, professional and personal boundaries in all dealings and relationships.
11	Support and assist with operational service delivery across Public Health ensuring and providing assurance of compliance with a range of legislative and policy requirements including: commissioning, procurement and financial regulations; service and individual performance management, internal audit, health and safety (including staff lone working), safeguarding, information governance, recruitment and staff management processes. Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with providers, and monitoring delivery against targets.
12	Develop and maintain a positive organisational culture, emphasising the importance of the Council's aims and values, including the need to reflect and continuously improve, to develop and maintain a strong customer service focus, responding at all times to service users, providers and other colleagues with appropriate respect and understanding.
13	Develop and demonstrate healthy and effective working practices to support time management, meet deadlines, manage conflicting demands, support personal wellbeing, reduce stress; take steps to manage own health, wellbeing and personal resilience, setting a positive example to others and establishing a basis to challenge and support others.
14	Respond flexibly and professionally to any other requests and tasks required at specific times or as a result of the changing needs of the organisation.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Relevant qualification at degree or post-graduate level	A		D
PH Practitioner Registration or be prepared to work towards it.	A/I		D
Effective time management skills, ability to prioritise, responding flexibly and positively to manage conflicting demands and regular change.	I/P	E	
Ability to research and report a range of data and intelligence to	I/P	E	

support ACCW objectives, to achieve outcomes.			
Exhibit pragmatism and political acuity to approaching problems.	I	E	
Understanding of financial systems, budgetary monitoring and systems and management of budgets	A/I		D
Ability to coordinate the activities of complex concurrent projects to deliver the required results.	I		D
Ability to support the development of creative solutions which balance the need to innovate with the need to work within legal, financial and political constraints and communicate them clearly to senior staff and colleagues	I	E	
Ability to understand and navigate systems which are under pressure and changing.	I	E	
Sound understanding of risk and approaches to managing risk effectively.	I	E	
Effective presentation, written and verbal communication skills.	A/I/P	E	
The ability to quickly establish strong positive relationships across the organisation at all levels.	I/P	E	
The ability to establish credible relationships across partner and other external organisations that command professional confidence.	I		D
The ability to influence others effectively and act as a role model to respond to positively and creatively to changing expectations.	I/P		D
Effective IT skills.	A/I/P	E	
Experience of working in a political environment.	A/I		D
Experience in Local Government	A/I		D

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.