

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
ADULT CARE AND COMMUNITY WELLBEING

Job Ref Number: 02663

Service Area: PUBLIC HEALTH

Grade: G9

Job Title: PUBLIC HEALTH OFFICER

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:

- has a role in one or more of the three domains of public health;
 -
 - Health Protection
 - Health Improvement
 - Health Care Public Health

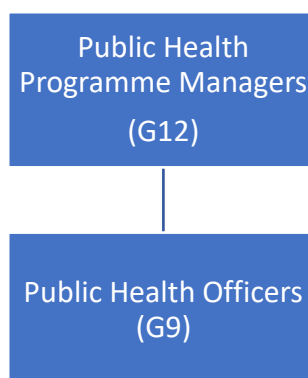
and will work across the Divisional Work Programme in a programme management matrix approach.

- 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; contributing to shaping, planning, designing and delivering new commissioned services; contributing to 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.
- Contributes to and supports the PH matrix management approach by providing leadership, support, direction and focus to peers and lower grade staff where appropriate as part of a project team
- 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 supporting the Public Health Programme Managers (PHPMs) and Senior Public Health Officers (SPHOs) to develop robust evidence bases and strategies, working within a range of partnership arrangements to buy, deliver

and influence services to improve health outcomes across Lincolnshire. The post-holder supports PH colleagues to provide solutions to achieve outcomes which are cost effective, credible and effective, making informed, responsible and sound judgements using analytical skills to understand and navigate complex systems which are continually under pressure and changing. The post-holder provides leadership and direction to a project/programme team.

- Provides programme management support to the PHPMs and SROs to design new and re-design existing services, commissioning and co-commissioning services to provide the best outcomes for people whilst providing financial value, finding creative solutions which balance the need to innovate with the need to work within legal, financial and political constraints.
- Interacts in a range of settings, developing and maintaining effective relationships with a wide range of people and organisations including senior professionals, elected members and members of the public, NHS and local authorities, central government departments or agencies, community groups / leaders and the media, 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 | <p>Working proactively within a programme and project management framework across the programme domains, carry out tactical needs analysis and commissioning work within assigned service sectors, supporting one or more SRO's, one or more PHPMs and one or more Senior Public Health Officers (SPHOs).</p> <p>Support the analysis of service performance information and external data (e.g. demographics, local/national priorities and information from service user consultation) to assess current service user needs, and map identified need against existing service provision to determine the range / level of services required.</p> <p>Support the preparation of, or prepare, and present reports, briefing papers, and presentations recommending service improvements, improved value for money and innovative approaches to delivery to the Public Health Senior Leadership Team (PHSLT), PHPMs, SPHOs and other forums as appropriate.</p> <p>Through effective partnership working develop and maintain robust and positive working relationships with PH, ACCW, Commercial Team and other LCC colleagues, Integrated Care Board (ICB), providers and stakeholders</p> <p>Work in partnership with Commercial Term colleagues in line with agreed operating procedure to;</p> <ul style="list-style-type: none"> ○ Support all aspects of complex contract/partnership management such as contract compliance, contract variation, dispute resolution and contract renewals / terminations |
|---|--|

	○ Support the identification of issues preventing effective delivery against the agreed contract, and support the development of corrective action required of providers, monitoring its implementation to ensure that the issues are resolved ○ Monitor the quality of Public Health services contracted to external providers e.g. through site validation visits, discussions with providers' senior management, etc Undertake 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. Attend regional / national forums, and strategic LCC-based working groups as appropriate, to remain abreast of relevant policy and practice developments. Deputise for PHPMs or SPHOs at both internal and external events as required.
2	To 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; contributing to sector-wide thematic and sector-led strategy development, action planning and service delivery; liaising closely with the PHPMs to ensure Public Health has appropriate levels of resource capacity and capability (people and budgets) to contribute effectively.
3	To use available evidence and projections of future need to support / advise on the design of new and re-design existing services, commissioning and co-commissioning services to provide the best outcomes for people, whilst also achieving the best financial value to achieve outcomes of volume; suggesting creative solutions which balance the need to innovate with the need to work within legal, financial and political constraints; identifying and mitigating risks and implementing lessons learned to sustain and develop personal, service, corporate and sector-wide practice. The post-holder must identify what is known and unknown within situations, drawing conclusions based on professional judgement as well as facts; exhibit pragmatism and political acuity to offer solutions to resolve problems ensuring they are working within their area of responsibility making recommendations to PHPMs, SPHOs, SRO's or PHSLT where appropriate.
4	Provide advice and support to the Public Health Consultants, Public Health Programme Management Team and colleagues at all levels across the Council, to enable the service to achieve its strategic outcomes. Where appropriate, and agreed with a member of PHSLT, work with, advise and report to the relevant portfolio holder(s), Scrutiny Committees and individual elected members to assist in realizing the Council's vision, aims and objectives, supporting the democratic processes of the Council; and contribute to a range of corporate initiatives e.g. Workforce Wellbeing Strategy to support the ongoing development and success of the organisation.
5	To work within a range of tactical partnership arrangements to support PH to buy, deliver or influence services, internally and externally, to achieve improvement in health outcomes across Lincolnshire; attend a range of internal and external meetings, understanding, representing and advocating for LCC's role, purpose and contribution in different settings; deploy a range of approaches to secure the desired outcome according to the setting and audience, e.g. service users, actual or potential service providers, other commissioners, representatives of government departments.
6	To take responsibility and be accountable for decisions taken within the scope of the role when providing leadership, direction and support to colleagues, exercising professional discretion and taking expert advice (legal, financial, HR) to ensure appropriate due diligence minimising risks to the post-holder, colleagues, elected members, service users, providers, etc, mindful of the need to protect the Council's reputation and corporate wellbeing, maintaining appropriate audit trails to support decision-making. Ensuring that identified risk is escalated to the appropriate level in a timely manner in the appropriate medium. Decisions, advice, support and influencing made by the post holder could have significant impact upon service provision, the physical and economic

	wellbeing of individuals, groups of citizens, other agencies, authorities, organisations and the community as a whole. The post-holder may be privy to highly sensitive information and incorrect decisions, advice, support and influencing can lead to serious health consequences for vulnerable groups, legal challenges to Council plans and strategies, claims for compensation against the Council and damage to essential relationships.
7	Work collaboratively with Commercial Team colleagues, through effective commissioning and commercially advantageous contracting arrangements, monitoring provider spend and contract performance and intervening as appropriate; Work closely with finance colleagues and budget managers to plan for short, medium and longer-term service needs, monitoring spend and performance Exploit opportunities for co-commissioning and service integration within LCC and with external agencies; In all cases, take speedy action to highlight and remedy any issues arising.
8	Work effectively within the programme management approach to support the development of service specifications to meet identified needs and achieve person-centred outcomes, at volume, working through appropriate governance structures; with the agreement of the relevant SRO/line manager, test and model options, identify resource requirements, test provider interest and views, support market development where there are gaps, develop relationships with potential new providers; support development of detailed procurement and mobilisation plans, impact analyses, risk matrices and communication plans in conjunction with Commercial Team colleagues; understand and respond to the needs and expectations of elected members, service users, other LCC colleagues, current and potential providers with an interest in the service; adopt similar approaches where services are de-commissioned. Apply the same skills and knowledge to influence planning and decision-making of other organisations to maximise impact for residents.
9	Support continuous improvement in service provision; suggest and embrace creative and innovative long term sustainable solutions to established, emerging and challenging issues. Challenge and support continuous performance improvement and reporting focused on outcomes and impact, ensuring service performance is adequately reported to the relevant stakeholders. Apply the same skills and knowledge to influence planning and decision-making of other organisations to maximise impact for residents.
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	Provide support and advice to the PHSLT on complex issues regarding effective options in relation to for Public Health service delivery priorities and programmes of work.
12	Undertake and support 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
13	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.
14	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. To encourage and contribute to the development of leadership potential and talent across the Council, coaching and motivating staff to achieve performance excellence.
15	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 level or significant practical experience in health improvement, commissioning and/or related disciplines, effective partnerships	A	E	
PH Practitioner Registration or be prepared to work towards it.	A/I		D
Ability to research and report a wide range of data and intelligence to support ACCW objectives, to achieve outcomes.	I/P	E	
Ability to exhibit pragmatism and political acuity to approaching problems.	I	E	
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 continually 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	
Sound understanding of financial systems, budgetary monitoring and systems and effective management of budgets	A/I		D
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	E	
The ability to influence others effectively and act as a role model to	I/P		D

respond to positively and creatively to changing expectations.			
Effective IT skills	A/I/P	E	
Effective time management skills, ability to prioritise, responding flexibly and positively to manage conflicting demands and regular change.	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.