

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care & Community Wellbeing

Job Ref Number: 03188

Service Area: Public Health, Health Protection

Grade: G11

Job Title: Health Protection – Clinical Lead

PURPOSE OF JOB:

Provide clinical leadership to the Health Protection Service and Public Health Division. Provide technical expertise and management for the Infection, Prevention and Control domain of the Public Health Outcomes Framework. This will be achieved by taking the lead in ensuring there are clear and robust, health protection and infection prevention and control strategies, actions and protocols embedded across a range of organisations in order to protect the health of the population in Lincolnshire.

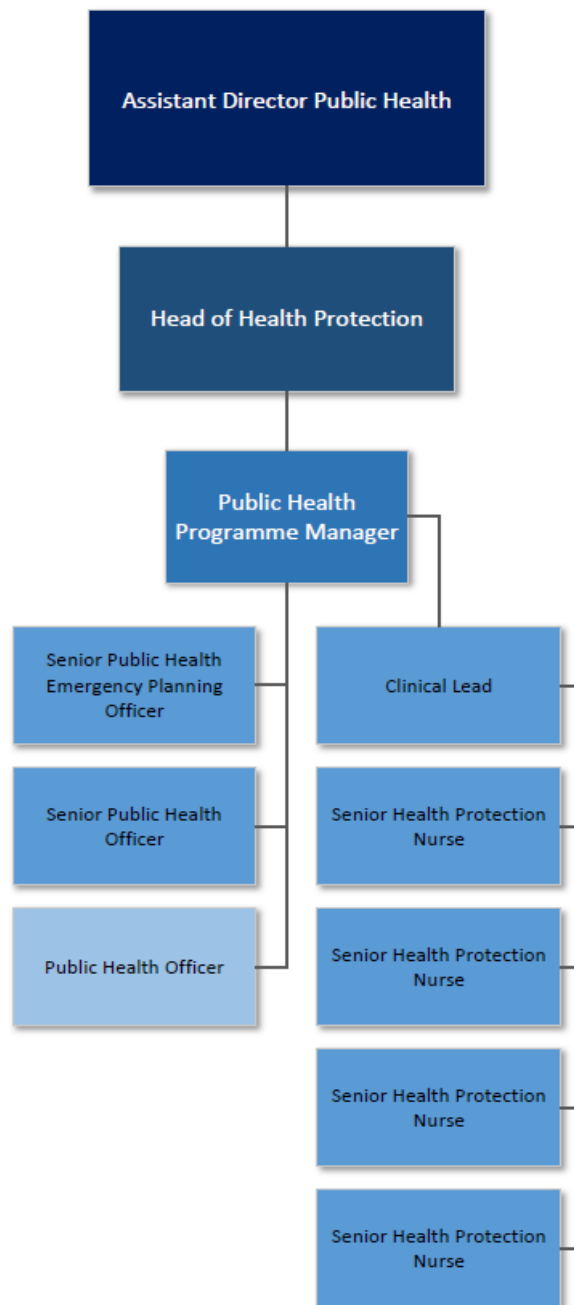
Lead the evaluation of the public health response to a pandemic or infectious disease outbreak for example, pandemic and develop and assist in the implementation of strategies that improve performance; applying clinical knowledge and expertise, research techniques and principles to establish local evidence of effectiveness.

The post holder will provide clinical governance and positively influence the Health Protection and wider Public Health division through;

- Provision of clinical expert advice, to support Public Health and commissioners of health and adult social care services, to enable them to have appropriate systems and processes in place to deliver their obligations in terms of infection prevention & control
- Collation and provision of assurance, to demonstrate infection prevention and control systems and processes are in place and meet required standards, for Health and care commissioners and providers.
- Provision of a community wide infection prevention & control programme, to include the provision of specialist operational advice and support to health and adult social care economies to reduce avoidable harm to service users and any other non-healthcare settings.
- Leadership and provision of reactive clinical interventions in support of communicable disease incidents and outbreaks 365 days per year.

Provision of clinical leadership, advice and guidance in relation to emergency planning and business continuity in the context of health and social care.

STRUCTURE CHART:



MAIN DUTIES:

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| 1. | Proactively lead the Health Protection Team to ensure effective working relationships, effective prevention and control of infection mechanisms with health care partners, Regulatory Services Partnership and across Council Directorates and mitigate risks to public health using different approaches. |
| 2. | Lead, design and facilitate the implementation and evaluation of any Infection, Prevention and Control actions required to implement new policies and plans within the legislative framework e.g. via designated projects within the organisation, including leading the review and updating of the borough Infectious Disease Plan and/or Local Outbreak Control Plan. This may include specific plans at any given time, regarding any infectious disease outbreak control plans e.g. COVID-19, Measles, TB or other infectious disease. |

3.	To take the senior leadership of one or more areas of the health protection plan, this may include, but is not limited to appraising and advising on our local strategies and response for care homes, education, testing or any new areas agreed as the pandemic develops, or existing areas of work such as immunisations and communicable diseases and their related strategies, in accordance with need.
4.	Take leadership responsibility for planning, clinical governance, organising, implementing and evaluating Infection, Prevention and Control programmes, strategies or policy, advocating public health principles and action accordingly with specific groups (and/or universal programmes) to specify and deliver outcomes, within budget and through managing change accordingly to protect and improve health and wellbeing.
5.	To establish processes and infrastructure to develop workforce capacity (paid and unpaid) to enable and support effective Infection, Prevention and Control responses in at-risk settings. This will include leading, clinical governance and advice, training and overseeing staff to deliver the council's response at scale during a pandemic.
6.	Actively support the Head of Service and Health Protection Programme Manager to ensure effective contribution at senior council meetings; providing verbal and written reports to Divisional Management Teams, Core Public Health Team, Public Health Boards, Immunisation Steering Groups, Local Outbreak control planning groups, Local Resilience Forum's to ensure that effective plans are in place to protect the public's health from incidents and outbreaks.
7.	Quality assure and audit services, interventions, policies and plans to control risk and improve quality and effectiveness, making recommendations for change/improvement, manage uncertainty and problem solve; reporting these to Public Health DMT and other identified Council and partnership meetings/committees.
8.	Lead the evaluation of the public health response to a pandemic or infectious disease outbreak for example, pandemic and develop and assist in the implementation of strategies that improve performance; applying clinical knowledge and expertise, research techniques and principles to establish local evidence of effectiveness.
9.	Ensure that all stakeholders have clear access to specialist Infection, Prevention and Control advice. This includes ensuring the establishment of effective document control systems and Standard Operating Procedures (SOPs) for current Infection, Prevention and Control policies and guidance with particular focus on clinical aspects and governance. Develop and implement standards, protocols and procedures, incorporating national 'best practice' guidance into local delivery systems in relation to Infection, Prevention and Control.
10.	Line management responsibility of staff, to include people management and associated policy, e.g.: annual leave, absence, recruitment, training, appraisal and development, grievance and disciplinary. This will on occasion include seconded and/or temporary staff involved in designated projects and trainees on short term placement. Responsible for the workload management of the team to include temporary staff/trainees; providing direction, co-ordinating conflicting priorities and supporting care service delivery plans; to ensure the teams are functioning appropriately and that work is disseminated between team members, to ensure operational cover is available to promote services such as outbreak management to residential care settings with appropriate follow up support, as required.
11.	This role will require a high level of autonomy in the devising and implementation of creative solutions to analyse some of the most intractable health and social care issues facing

	<p>Lincolnshire. The post requires input across a range of subject areas acting as a resource for stakeholders in providing evidence based information regarding emergency planning, infection, infectious diseases, prevention and control issues, as well as a working knowledge of the frontline delivery of healthcare.</p> <p>The post holder will be expected to remain up to date and compliant with all relevant legislation, policy, organisational procedure and professional codes of conduct, in order to uphold and continuously influence standards of best practice.</p> <p>Analyse, investigate and interpret complex statistical, analytical and epidemiological queries/issues whilst appraising relevant international, national and regional policy, standards, guidance, research and evidence; to be able to translate and influence local context, to make recommendations and inform decision making on priority setting and service developments.</p>
12.	<p>The post holder will be required to work autonomously for large periods of time with responsibility and autonomy for delivering Public Health statutory Health Protection responsibilities. The post holder will support the Health Protection Head of Service with responsibility in the delivery of Health Protection related campaigns and activities and will be required to deputise for subject based related occasions within the related areas of emergency planning and infection prevention and control as required.</p> <p>The post will require a high level of discretion often working within the context of major policy and legislative requirements set down by national Government and its departments. The role and the impact of decisions taken will have the potential to have major impacts on the strategic direction of service commissioning and delivery across a wide range of internal and external partners, leading to the management of highly complex, multi-faceted pieces of work often involving more than one organisation at any one time.</p>
13.	<p>Be responsible for and manage delegated resources, which include specialist equipment for audit inspection and training purposes, IT equipment to support mobile audit and training within health and social care Lincolnshire wide, laptops, tablets and mobile phone for regular use at home.</p> <p>Management of delegated budget, working within financial resources available, including a budget pooled with the NHS for health protection service delivery.</p> <p>Look to continuously improve services in areas of responsibility and identify, where possible, additional value for money and associated savings to ensure Council resources are optimised and utilised effectively and efficiently.</p>
14.	<p>Must be capable of analysing and presenting complex information in an understandable and compelling manner, often in a contentious context and to a senior audience (Director level and above). Managing relationships is therefore a key skill for the role; success is critically dependant on the ability to develop multiple trust based relationships with a wide variety of individuals, often working on contentious issues. Personal credibility is therefore crucial, to engender trust and respect in order to fulfil objectives.</p> <p>Able to plan and co-ordinate work with other Director Areas to ensure the needs of the organisation are met and effective matrix working arrangements are agreed.</p> <p>Able to negotiate on compelling deadlines and priorities to resolve tension and conflicts that may occur whilst retaining a professional stance.</p>

	<p>The post holder will work closely with partner organisations, including the negotiation of politically complex and sensitive pieces of work, often required to present to committees and boards regarding the outcomes of work.</p> <p>The post holder will have frequent contact with vulnerable adults and service users through audit inspections of health and social care, requiring emotional intelligence in the ability to listen, influence and negotiate often complex and emotional issues, to safeguard and promote the welfare of vulnerable adult service users.</p>
15.	<p>As an employee, create a positive image of the Council and of the wider health protection system.</p> <p>Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. Act as a role model to others, helping them to manage uncertainty and to respond positively and creatively to changing expectations.</p> <p>Contribute to the development of individuals across the Council, through coaching, mentoring and motivating staff where appropriate to achieve performance excellence.</p>
16.	<p>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.</p>

PERSON SPECIFICATION:			
Requirements	Where identified*	Essential	Desirable
Qualifications			
Registered Adult Nurse, with current NMC registration and specialist knowledge across the range of infection prevention & control and emergency planning.	A / I	√	
Certificate in Infection Prevention & Control.	A / I	√	
Masters level education (or equivalent).	A / I		√
Management qualification.	A / I	√	
Teaching and assessing qualification Eg: Cert Ed., SliPs or ENB 997/998.	A / I / P		√
Experience: (Demonstrable experience identified within the section below)			
Extensive experience in working within health/NHS Eg: Five years clinical experience (minimum).	A / I / P	√	
Working with a variety of health and care providers.	A / I		√
Relevant experience of working in a specialist field.	A / I	√	

First level degree or equivalent.	A	√	
Relevant post graduate training.	A / I	√	
Teaching and assessing qualification.	A / I / P		√
Experience of delivering training.	I / P	√	
Experience of managing a team.	A / I	√	
Working knowledge of investigation processes eg: Root Cause Analysis.	A / I	√	
Experience of leading change management.	A / I		√
Experience of leading Project Management.	A / I		√
Extensive experience of report writing & audit.	A / I	√	
Knowledge and Skills:			
Demonstrable understanding of: <ul style="list-style-type: none"> • Health & Social Care Act 2008 • Relevant national guidance (NICE, Health Technical Memorandums) • Civil Contingencies Act 2004. 	I / P	√	
Experience of teaching and presenting to large groups.	A / I / P	√	
Experience of clinical audit and effectiveness.	A / I	√	
Application of investigation, analytical and appraisal techniques including; interview skills, root cause analysis and investigation.	A / I / P	√	
Skills and Competence:			
Experience of audit, policy and report writing.	A / I / P	√	
Negotiation and influencing skills – Ability to negotiate and facilitate and/or achieve compromise solutions.	A / I	√	
Working knowledge of key national policy drivers in health and social care.	A / I / P	√	
Knowledge of research process and evidence based practice.	A / I / P	√	
Demonstrable knowledge of health & social care systems.	A / I / P	√	
IT literacy across a range of applications; word processing, spreadsheets, databases and specialist statistical software.	A / I / P	√	
Ability to work independently and across multi agency boundaries – both internal and external to the organisation.	A / I	√	
Ability to work to tight deadlines, manage and prioritise complex workloads.	A / I	√	
Proven ability to deliver high quality work against a background of change and uncertainty.	A / I	√	
Able to work with minimal supervision, self motivated and supervisory skills.	A / I	√	

Ability to communicate effectively at all levels in a style appropriate to the audience with strong presentation skills.	A / I / P	√	
This is a countywide post, therefore car driver with own transport or suitable alternative (Dependence on public transport is not suitable for this role).	A / I	√	

*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.