

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 03206

Service Area: Public Health

Grade: G10

Job Title: Senior Health Protection Nurse

PURPOSE OF JOB:

To provide specialist competence, innovation and clinical leadership within the scope of Health Protection, including Infection Prevention and Control (IPaC), Communicable Disease Control (CDC) and the monitoring of Screening and Immunisation (S&I) programmes.

To lead areas of work to drive improvements across Health Protection through;

- Assurance reporting.
- Assessment of commissioned service user needs, ensuring the delivery of quality, safety and clinical effectiveness.
- Educational support.
- Outbreak management support including on-call provision for Health Protection incident response.
- Health Care Associated Infections (HCAI) surveillance.
- Audit advice.
- Support with policy and guidance.
- To promote the prevention of/ strategies to counter avoidable harm across all settings.
- Contribute to the delivery of outcomes for commissioning strategies in line with the Commissioning for Lincolnshire approach.
- Assist, as appropriate, with: the implementation of new commissioned services and any redesign of existing services, performance review frameworks and joint review processes.
- Embedding new ways of thinking and working.
- Developing and maintaining strong, positive working relationships across service areas, with providers and partners.
- Assist with the delivery of a consistent strategic commissioning approach across the Council.
- Continuously look for synergies and efficiency savings across the strategic commissioning areas.

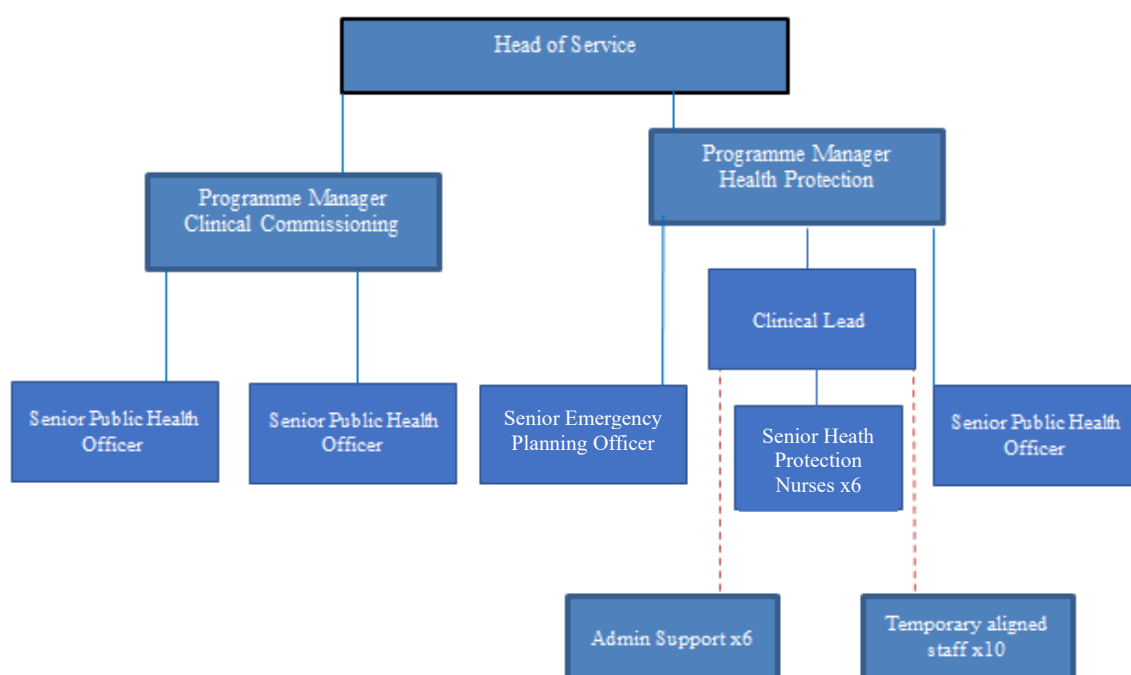
Other duties will include:

Establish a link practitioner network for primary care and social care services to enable those services to gain more knowledge and experience when dealing with Infection Prevention and Control issues, and promoting high standards of environmental cleanliness to ensure the delivery of clean safe care.

- Embedding new ways of thinking and working.
- Developing and maintaining strong, positive working relationships across service areas, with providers and partners.
- Supports the delivery of the strategic commissioning process in line with the Commissioning For Lincolnshire approach, ensuring a consistent strategic commissioning approach across the Council; contributing to the shaping, planning, design and delivery of 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.
- Manages ACCW projects when allocated, delivering to agreed plans, engaging with all relevant colleagues in a proactive, constructive and outcome focussed approach, reporting findings, performance and/or intelligence appropriately.

- Provides day to day leadership and management support for any staff they oversee in relation to project work they are leading on through a matrix management approach.
- Supports colleagues with leading 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.
- Works effectively and proactively in a Programme Management approach to support the Public Health Programme Managers in developing robust evidence bases and strategies, working within a wide range of partnership arrangements to buy, deliver or influence services to improve health outcomes across Lincolnshire by providing specialist knowledge in the commissioning or clinical disciplines. The post-holder supports PH colleagues to provide solutions to achieve outcomes which are cost effective, credible and effective, making informed, responsible and sound judgments on a range of issues using advanced analytical, people and budget management skills to understand and navigate complex systems which are continually under pressure and changing.
- Provides a level of specialist knowledge in the commissioning or clinical disciplines.
- Provides Programme Management support to the Public Health Programme Managers 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 and builds 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, 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:



Key: ————— Direct line management
- - - - - Contract staff (Business Support & Temporary aligned staff)

MAIN DUTIES:

1. Provide a level of specialist knowledge in the commissioning or clinical disciplines to

	support the Head of Service (Health Protection), Senior Responsible Officers (SROs) and Public Health Programme Managers (PHPMs) to deliver successful portfolios of work. Working proactively as part of Programme and Project Management Teams and with one or more SROs and PHPMs, developing and maintaining positive, constructive and professional relationships with SRO and Line Manager ensuring the triumvirate roles are clear. Analyse 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. Map identified need against existing provision of services, determining the range of services required. To achieve performance targets, the post-holder must develop clear work plans for tasks within their areas of responsibility, ensuring key objectives and outcomes are met. Prepare and present reports, briefing papers, and presentations recommending service improvements, improved value for money and innovative approaches to delivery to PHMT, PHPMs and other forums as appropriate. Through effective collaborative partnership working develop and maintain robust and positive working relationships with PH, ACCW, CCG's, District Councils, Commercial Team and other LCC and NHS colleagues, providers and other stakeholders. Undertake on-going 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 tactical LCC-based working groups as appropriate, in order to remain abreast of relevant policy and practice developments. Deputise for Clinical Lead and Public Health Programme Managers at both internal and external events as circumstances require. To act as an autonomous lead professional, organising and developing the Health Protection programme as part of an integrated team. You will be expected to work with autonomy managing a case load across an assigned geographical area and demonstrate a multi-agency approach, integrating your practice with colleagues across the health and care sector.
2.	To deliver a proactive and reactive work programme and support the management of Health Protection systems and processes that deliver service improvements and quality healthcare to people in Lincolnshire. To develop and implement procedures to ensure that settings identified as failing to achieve required standards are escalated and responded to effectively.
3.	Promote a vision of improved quality and safety of care in maintaining the principles of Health Protection within health, social care and home settings, to meeting the needs of the populations

	they are designed to serve. Work with others across the health care economy to develop the standards of Health Protection that increase public confidence and deliver high-quality outcomes.
4.	To lead the development of the health protection programme. To lead on specific areas of work such as; LCC Influenza programme, environmental health, air quality and pollution, excess winter deaths and health effects of extreme weather.
5.	To maintain population-wide surveillance and identify interventions and strategies that will prevent disease and provide protection to the local population from a range of potential hazards and harms.
6.	To provide specialist advice and guidance, facilitating NHS interventions and response to Health Protection incidents via an on-call rota.
7.	To support Public Health and Local Authorities by advising communities and commercial premises how to reduce the spread of infections.
8.	Support the on-going development of strong working relationships with all health care providers, specialist commissioners and other agencies to facilitate innovation and quality improvement in health care services.
9.	To advise on the inclusion of appropriate Health Protection standards for commissioned services in the service level agreements and other contracts. This will include compliance with national legislation, national guidance and accepted best practice.
10.	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.
11.	To implement and review the Lincolnshire Outbreak Management Plan, working with other agencies (such as Acute Trusts, Community Services and PHE). To support providers of Health and Social Care with the reporting and management of outbreaks ensuring that they are aware of their roles and responsibilities. To actively participate in a Root Cause Analysis (RCA) relating to an outbreak to ensure that actions are taken to mitigate future outbreaks.
12.	Provide a level of specialist and tactical advice and support to the Public Health Consultants, Chief Commissioning Officer, Public Health Heads of Service, Public Health Programme Managers and colleagues at all levels across the Council, to enable the service to achieve strategic outcomes. Where appropriate and agreed with a member of PHSMT work with, advise and report to The Executive, 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.
13.	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.

14.	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.
15.	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.
16.	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.
17.	To take responsibility and be accountable for decisions taken within the scope of the role and delegated authority, 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.

Requirements	Where identified*	Essential	Desirable
Registered Nurse with some specialist knowledge across the range of health protection functions. Such knowledge will be acquired through experience, postgraduate training and/or short courses.	A/I/P	E	
Additional expertise in one or more functions: Infection Prevention and Control; Immunisation and Vaccination, Screening, Emergency Planning Resilience and Response.	A/I/P	E	
First level Degree or willingness to work towards Infection Prevention and Control.	A/I/P	E	
Clinical training and assessing qualification	A/I/P	E	

Experience in management roles overseeing service delivery plans and relevant budgets.	A/I	E	
Demonstrable effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to develop and maintain services in a constantly changing environment	I/P	E	
Advanced ability to analyse a wide range of data, translating complex needs into answerable public health questions to achieve outcomes.	I	E	
Ability to draw conclusions based on professional judgement as well as facts; exhibit pragmatism and political acuity to resolve problems advising on developing and adapting policy rather than living within it.	I	E	
Ability to understand and navigate complex systems which are continually under pressure and changing.	I	E	
Sound understanding of risk and approaches to managing risk effectively.	I	E	
The ability to quickly establish strong positive relationships across the organisation at all levels, including elected members	I/P	E	
The ability to influence others effectively and act as a role model to other managers and staff helping them to manage uncertainty and to respond to positively and creatively to changing expectations.	I/P	E	
Ability to develop creative solutions which balance the need to innovate with the need to work within legal, financial and political constraints	I	E	
Negotiation and influencing skills	A/I	E	
IT literacy across a range of applications; word processing, spreadsheets, PowerPoint, email and internet software	A/P	E	
Effective time management skills, ability to prioritise, responding flexibly and positively to manage conflicting demands and regular change.	I/P	E	
The ability to work independently and as part of a team	A/I	E	
A demonstrable knowledge and understanding of health & social care issues.	A/I/P	E	

An ability to work to tight deadlines, manage and prioritise workload and to deliver high quality work	A I	E	
Self-motivated and able to work with minimal supervision	A I	E	
Full UK driving license	A	E	
Demonstrable experience of managing and implementing change	I		D
Experience of working in a political environment	A/I		D
Experience in Local Government	A/I		D
Experience of teaching/presenting to large groups	I		D
Experience of infection control audit tools and report writing	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 Health Protection Team. 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.