

# Role Profile

## Part A - Grade & Structure Information

Job Family Code	10PE	Role Title	Public Health Lead
Grade	PS10	Reports to (role title)	Public Health Programme Lead
JE Band	371-438	Directorate / School	Adults Wellbeing and Health Partnerships
Date Role Profile was created	Mar-26	Service / Department	Public Health
<u>Agile</u>	Information	<u>DBS Requirement</u>	Yes

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>Design, implement, monitor and review activity relating to public health programmes and services to support delivery of Surrey County Council's public health responsibilities including:</p> <ul style="list-style-type: none"> <li>- development of policy and management process</li> <li>- providing management and leadership support to public health development workers</li> <li>- ensure delivery of effective services in line with budgets, business timescales and corporate policies</li> </ul> <p>Lead and contribute to multi-agency and partnership networks and alliances to optimize use of resources to address health issues and health inequalities</p>
<b>Work Context</b>	<p>This position is part of the Public Health Team in the Adults Wellbeing and Health Partnerships Directorate.</p> <p>The role of the Public Health Team is to identify and forecast risks to health and provide evidence of how they can be prevented or dealt with efficiently and effectively to avoid preventable differences and variations in people's experiences of services, life chances and outcomes. The Public Health Team provides the Council with the expertise and support to deliver its public health responsibilities. Staff work in teams both within the Public Health Team, with colleagues across the Council and with partners from a range of statutory, voluntary and business sector organisations including Integrated Care Boards and other NHS organisations, borough and district councils, etc.</p> <p>You will be required to lead on one or more public health 'topic' and provide generic public health input to support partnership work.</p> <p>This job description is not exhaustive and may change as the post develops/or changes in service requirements but such changes will not take place without the consultation between the post holder and their manager</p>
<b>Line management responsibility</b> if applicable	Public health leads may line manage up to two public health development workers.
<b>Budget responsibility</b> if applicable	Public health leads may have direct and indirect budget responsibilities.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Service Development</p> <ul style="list-style-type: none"> <li>• Contribute to the development and achievement of business plans to develop and implement agreed strategy.</li> <li>• Promote and manage the delivery of the service to meet the needs of the public.</li> </ul> <p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Manage the planning and delivery of the programme of work/workloads within their area of responsibility to achieve a quality service, and ensure any technical and statutory requirements are met.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy to support decision making.</li> </ul> <p>Finance/Resource Management</p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/funding management in accordance with the organisation's policies and procedures, and may have revenue generation targets.</li> </ul> <p>Work with others</p> <ul style="list-style-type: none"> <li>• Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>• Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users.</li> <li>• Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Degree and/or relevant professional qualification and experience, or considerable experience of working within the service area.</li> <li>• Thorough knowledge of the service/functional area.</li> <li>• Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided.</li> <li>• Ability to understand and monitor budgets in accordance with financial procedures.</li> <li>• Proven written and oral communication and interpersonal skills with and the ability to create and maintain effective working relationships at all levels.</li> <li>• Proven IT skills and able to use technology to be effective in the role.</li> <li>• Ability to prioritise and plan and make best use of personal and project resources in achieving performance objectives.</li> <li>• Ability to manage a range of complex or high profile projects through to completion.</li> <li>• Experience in successful recruiting, managing, coaching and developing of staff.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Masters degree in Public Health/Health Promotion or a relevant subject (or equivalent knowledge gained through experience/ post-graduate training)</p> <ul style="list-style-type: none"> <li>• Up-to-date registration with the UK Public Health Register (UKPHR) for public health practitioners or be prepared to become a UKPHR registered public health practitioner within two years of commencing role</li> <li>• Evidence of continuous training and personal development in particular on commissioning, evaluation, research methods and project management</li> </ul>
<b>Role Summary</b>	<p>Roles at this level lead and manage the work of larger teams providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading the implementation of strategy in a particular area. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan and to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>
<b>Reference Number</b>	BM-2026-122

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