

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Public Health Development Worker
Grade	PS9	Reports to (role title)	Public Health Programme Lead
		Directorate	Adults, Wellbeing and Health Partnerships
JE Band	314-370	Service	Public Health
		Team	Public Health
		Date Role Profile was created	Jan-25

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.

Role Purpose including key outputs	<p>This role will develop projects and programmes of work to achieve the smokefree generation ambitions. These projects may be in relation to the latest research ensuring stop smoking support services are maintaining a positive impact with local residents and reducing health inequalities. They may also be working with other system partners in the development and delivery of innovative solutions to new and emerging needs.</p> <p>The post holder will assist in budget/resource management in accordance with the organisation's policies and procedures.</p> <p>The post holder will be expected to manage their own workload to ensure deadlines are met, positive outcomes for local residents are achieved and projects are delivered to a high standard of quality and are patient focused.</p> <p>You will design, implement, monitor and review activity relating to the smoke free public health programmes and services to support delivery of Surrey County Council's public health responsibilities.</p>
Work Context	<p>Surrey's Public Health team is seeking to expand to deliver an extended smoking and tobacco control programme of work under the government's new smokefree plan, Stopping the Start and create a smokefree generation. An exciting opportunity is available to support the Public Health Programme Lead for Smoking and Tobacco Control to take our smokefree generation plans forward and support an additional 15,000 people to quit smoking in Surrey.</p> <p>We are looking for a motivated and enthusiastic team member, ideally with a public health background, project management skills and knowledge of the tobacco control agenda. To support the Public Health Programme Lead in delivering the ambitions aligned with the smokefree grant as well as take a lead on developing smoking and tobacco projects around children and young people. This position is part of the Cardiovascular Disease and Cancer Prevention team, within Public Health in the Adults, Wellbeing and Health Partnerships (AWHP).</p> <p>You will coordinate projects, provide support, present reports for different audiences, and monitor progress against outcomes. You will need to have the ability to prioritise competing demands and objectives, coupled with diplomacy and a working knowledge of all stages of the project cycle.</p> <p>You will have excellent written and verbal communication skills to work efficiently and effectively across organisational boundaries and with internal partners.</p> <p>The incumbent will have a high level of day to day autonomy on the programmes of work they are responsible for and will be expected to use their knowledge and skills to respond to issues when they initially arise before escalating the matter if necessary.</p> <p>Along with other team members the post holder will liaise extensively with partner organisations across the health system as well as commissioned service providers to promote awareness of stop smoking support available and minimise health inequalities across Surrey.</p> <p>The post holder will be expected to assess and analyse local & national information, policy guidelines etc. to make recommendations for local service improvements from an evidence based perspective.</p> <p>Effective communication skills will be essential in the planning and implementation of service developments. Enabling providers to deliver services in a cost effective, efficient, high quality and compliant manner is key to ensuring Surrey residents improve their wellbeing and being able to independently influence and negotiate service improvements will be a key part of this role.</p> <p>In addition, participation in wider Public Health projects will be expected, particularly when opportunities arise for matrix working where the subject matter expertise that the post holder has can benefit other programmes of work.</p> <p>This job description is not exhaustive and may change as the post develops or due to changes in service requirements within the public health team. Such changes will not take place without consultation between the post holder and their manager.</p>
Line management responsibility if applicable	None
Budget responsibility	Public Health Development Officer may have direct and indirect budget responsibilities.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<ul style="list-style-type: none"> • A First Degree in health, social sciences, or a related subject and desirably a Masters degree in Public Health/Health Promotion or a relevant subject (or equivalent knowledge gained through experience/ post-graduate training). Previous experience in field of health improvement/smoking cessation is highly desirable • 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 • Evidence of continuous training and personal development for example in: public health topic areas, evaluation, research methods, project management, influencing others, commissioning.
<p>Role Summary</p>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p>Reference Number</p>	<p>BM-2025-004</p>