

# Role Profile

## Part A - Grade & Structure Information

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| <b>Job Family Code</b>               | <b>11RT</b>        | <b>Role Title</b>              | <b>Public Health Programme Lead</b>              |
| <b>Grade</b>                         | PS11               | <b>Reports to (role title)</b> | <b>Public Health Principal</b>                   |
| <b>JE Band</b>                       | 439-518            | <b>Directorate / School</b>    | <b>Adults, Health and Wellbeing Partnerships</b> |
| <b>Date Role Profile was created</b> | <b>Jul-26</b>      | <b>Service / Department</b>    | <b>Public Health</b>                             |
| <b><u>Agile</u></b>                  | <b>Information</b> | <b><u>DBS Requirement</u></b>  | <b>Basic</b>                                     |

## 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.

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| <b>Role Purpose</b><br>including key outputs           | <p>To provide specialist programme management and co-ordination of Surrey's Addressing Gambling Harms programme of work. Applying evidence-based practice and frameworks, you will lead the design, delivery and evaluation of an agreed strategic whole systems approach for addressing gambling related harms in the West of Surrey.</p> <p>Purpose of the Job:</p> <ul style="list-style-type: none"> <li>•To support the reduction of gambling harm with a particular focus on the more deprived areas as identified in Surreys Health and Wellbeing Strategy.</li> <li>•To analyse patterns of gambling harm to inform and shape commissioning within Public Health Services and across agencies.</li> <li>•To provide strategic leadership to the delivery of complex, system-wide public health programs using structured project and program management approaches, ensuring alignment with national policy, local need, and strategic priorities.</li> <li>•Responsible lead for the development and delivery of Public Health programmes and services that are safe, of high quality, cost effective, sustainable, improve the health of the population and reduce health inequalities including enabling of commissioning and budget program.</li> </ul> |
| <b>Work Context</b>                                    | <p>Surrey County Council provides strategic leadership for protecting and improving the population of Surrey's health. This post will be based in the Public Health Team working across a wide range of partners to deliver programmes which translate into measurable improvements in health outcomes. The post will provide specialist public health advice, including technical expertise in the development of needs assessments, as well as coordination and leadership of agendas to improve the public's health. The post will have a lead for commissioning of services and resources for health improvement. The post will provide collaborative leadership to enable the development of the VCSE, LA and NHS partners to address health inequalities.</p> <p>Based in Woodhatch Place until end March 2027 this role will be able to take advantage of Surrey County Council's agile working policy and will be line managed by the Public Health Principal. From April 2027 Surrey County Council will disaggregate into East and West Surrey. This post will be based in West. Surrey.</p>                                                                                                                                                              |
| <b>Line management responsibility</b><br>if applicable | This role may have line management responsibilities of up to 2 team members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Budget responsibility</b><br>if applicable          | This role may have budget responsibilities up to £500k per annum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <p><b>Representative Accountabilities</b></p> <p>Typical accountabilities in roles at this level in this job family</p>            | <p>Planning and Organising</p> <ul style="list-style-type: none"> <li>•Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured.</li> <li>•Lead major projects and reviews within a defined area of work to enhance and optimise service delivery.</li> </ul> <p>Policy and compliance</p> <ul style="list-style-type: none"> <li>•Ensure legal, regulatory and policy compliance of relevant schemes or initiatives</li> <li>•Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks</li> </ul> <p>People and partnerships</p> <ul style="list-style-type: none"> <li>•Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service.</li> <li>•Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised.</li> <li>•Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business process and strategy.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>•Review the operations of teams to identify improvements in systems, processes and procedures and working methods and propose changes to secure great efficiencies and compliance.</li> <li>•Monitor, analyse and manage dedicated budgets, funding and resources in accordance with council policies and procedures.</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>•Analyse, interpret and evaluate relevant data applying judgement and technical expertise to identify risk, support the resolution of issues and support decision making.</li> <li>•Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and action taken.</li> </ul> <p>Duties for All</p> <ul style="list-style-type: none"> <li>•Values: To uphold the values and behaviours of the organisation</li> <li>•Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality and opportunities.</li> <li>•Health, Safety and Welfare: To maintain high standards in health, safety and welfare at work and take reasonable care for the health and safety of themselves and others.</li> </ul> |
| <p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>                                | <ul style="list-style-type: none"> <li>•Degree/HCC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>•May be required legislatively to maintain a professional qualification or competency.</li> <li>•Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>•Excellent understanding of subject matter, principles and practices relevant to technical area.</li> <li>•Proven ability to apply project management principles and techniques to a wide range of complex projects and programmes.</li> <li>•Extensive knowledge of principles, practices and procedures relating to business planning and financial management.</li> <li>•Ability to collate, monitor and interpret a range of data.</li> <li>•Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>•Comprehensive knowledge of computerised business systems</li> <li>•Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>•Excellent management skills with proven experience motivating, coaching, mentoring and developing staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p> | <p>A First Degree in health, social sciences, or a related subject and desirably a Masters degree in Public Health or a relevant subject (or equivalent knowledge gained through experience/ post-graduate training).</p> <p>Previous experience in field of public health/addressing gambling harms is highly desirable.</p> <p>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.</p> <p>Evidence of continuous training for technical expertise and personal development for example in: public health topic areas, needs assessment, evaluation, research methods, project management, influencing others, commissioning, policy development including licensing and planning for public health.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>Role Summary</b>     | <p>Roles at this level typically have a significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high-level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards and will have professional autonomy and discretion within operational policies and practice guidance. Main duties and responsibilities:</p> <p><del>Lead the development and implementation of key programme deliverables, including:</del></p> |
| <b>Reference Number</b> | BM-2026-278                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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