

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PE	Role Title	Public Health Practitioner Graduate Trainee
Grade	PS8	Reports to (role title)	Public Health Lead
JE Band	269-313	Directorate / School	Adults, Wellbeing, and Health Partnership
Date Role Profile was created	May-26	Service / Department	Public Health
Agile	Information	DBS Requirement	Basic

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

Role Purpose including key outputs	To complete a 31 month Public health trainee programme. As part of on-the-job learning, the applicant will be working on specific Public Health Programmes, therefore will require to have some experience working in Public Health related fields and basic knowledge about Public Health Practice.
Work Context	This post will sit within the Public Health team with opportunity to rotate to various Public Health sub-speciality teams (health improvement, health protection, health intelligence, healthcare Public Health).
Line management responsibility if applicable	None
Budget responsibility if applicable	Indirect: assist budget/ resource management
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Prepare and analyse management information, including financial reports / project plans, recommending actions as appropriate. • Maintain, develop and review business support systems, processes and procedures to secure a quality, cost effective service and continuous improvement. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Maintains knowledge of the organisation's current systems, policies and procedures. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Monitor service objectives and standards within own area of work to ensure effective service delivery. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist budget/resource management in accordance with the organisation's policies and procedures. • Maintains, develops and reviews financial support systems, processes and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Undertake and coordinate projects and reviews in a defined area of activity to support and enhance service delivery. <p>People Management</p> <ul style="list-style-type: none"> • Operate as an individual maintaining and improving operational efficiency and quality of service of own
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Advanced Vocational Qualifications at level 4 and/or relevant professional qualification and specialist experience. • For some roles a relevant degree may be required. • Sound knowledge of the service/functional area including relevant legislation, policies and procedures relating to the service area. • Customer focus and the ability to listen to and understand customer needs to provide appropriate services to a high standard. • Ability to manage a range of projects to completion. • Proven IT skills and able to use technology to be effective in the role. • Effective written and oral communication and interpersonal skills with the ability to maintain effective working relationships at all levels. • Ability to prioritise and plan and make best use of personal resources in achieving performance objectives. • Ability to organise, develop and motivate a team of staff and apply relevant organisational procedures and policies.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>You will:</p> <ul style="list-style-type: none"> • Have a degree or postgraduate qualification in public health or a related subject (e.g. health sciences, social sciences, geography, anthropology) • Be new to the public health workforce • Be motivated to complete the UKPHR Practitioner programme • Care about fairness, inclusion and improving communities • Be willing to learn, reflect and work with others <p>You do not need prior NHS or local authority experience.</p>
Role Summary	Roles at this level may supervise a team providing a public facing service of facility. Alternatively, they may hold specialist knowledge used to provide a service involving complex equipment/resources to enable customers to access, examine and utilise assets, resources and information. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They engage with members of the public, customers or other agencies/ partners to review and promote service delivery and resolve problems. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.
Reference Number	BM-2026-202