

Role Profile

Part A - Grade & Structure Information

Job Family Code	10RT	Role Title	Public Health Lead
Grade	PS10	Reports to (role title)	Public Health Principal or Senior Public Health Lead
		Directorate	Strategy and Commissioning
JE Band	371-438	Service	Public Health
		Team	Public Health
		Date Role Profile was created	Nov-20

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	<ul style="list-style-type: none"> Design, implement, monitor and review activity relating to public health programmes and services to support delivery of Surrey County Council's public health responsibilities. Develop policy and management process in order to ensure delivery of effective services in line with budgets, business timescales and corporate policies Lead and contribute to multi-agency and partnership networks and alliances to optimize use of resources to address health issues and health inequalities
Work Context	<p>To lead on one or more areas within the Health Improvement team and provide generic public health input to support partnership work. To work flexibly across all areas of health improvement, initially the specific areas to lead is children and young people's mental health.</p> <p>This position is part of the Public Health Team in the Strategy and Commissioning Directorate, but for the role of childrens and young people's mental health lead will also work closely with the Children's Directorate. 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. Whilst partnership working will be a key part of this role, commissioning services directly or supporting commissioning of public health and other services is also part of this role when required.</p> <p>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 Clinical Commissioning Groups and other NHS organisations, borough and district councils, etc.</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	Public Health Leads may be expected to line manage up to two public health development workers.
Budget responsibility	Public Health Leads may have direct and indirect budget responsibilities.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> Implement countywide strategies and support the development of long term planning. Lead projects and reviews within a technical area of work to support and enhance service delivery. Plan workloads and secure resources to enable the team/s to achieve a quality service. <p>Policy & Compliance</p> <ul style="list-style-type: none"> Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. <p>People and partnerships</p> <ul style="list-style-type: none"> May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>Resources</p> <ul style="list-style-type: none"> Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures. May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. Analyse and make recommendations for improvement or development of existing systems, processes or policy. <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>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. May require a specialist technical qualification or membership of an appropriate professional institution. Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. May require previous management experience including staff supervision, development and organisational skills. Proven ability to apply project management principles and techniques to manage a range of projects through to completion. Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. Comprehensive knowledge of computerised business systems. Proven written and oral communication with the ability to influence and work in collaboration with others. Ability to understand, meet and exceed customer expectations. Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<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 mental health 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.
Role Summary	Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.
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