




JOB DESCRIPTION

DEPUTY DIRECTOR OF PUBLIC HEALTH

JOB TITLE	Deputy Director of Public Health (Full Time/Part Time/Job Share)
DIVISION	Children's and Joint Commissioning Services
GRADE	Chief Officer Band C
SALARY	£66,245 - £75,708 (this salary is inclusive of a 10% market forces supplement which is agreed by the Council on an annual basis in line with its terms and conditions of employment)
RESPONSIBLE TO	The post holder will be dually accountable: <ul style="list-style-type: none">• Professionally to the Hartlepool Borough Council• Managerially to the Director of Public Health
STRATEGICALLY RESPONSIBLE FOR	The post holder will be responsible for improving or changing services or environments so as to improve health. They do this from the basis of assessment of need, an understanding of methods of meeting those needs and approaches to getting ownership across organisations and communities.
MANAGERIALLY RESPONSIBLE FOR	Epidemiologist(s) and Health Improvement Practitioner

1. Appointment

This is a new Deputy-Director level post based on the functions of a consultant in public health but with added acting-up and deputising functions. It will be suited to an individual with previous consultant experience, including someone who is preparing to take on a Director of Public Health as their next career step. It is open to applicants seeking a full time/part time/job share post. The post holder is a health professional treating a



population/communities. The population served is that of Hartlepool, with some pooled services covering adjacent local authority populations.


2. Job Summary

On behalf of the local authority, the post holder working with the DPH and other consultant colleagues will lead on improving the health and wellbeing of the residents which is underpinned by the statutory duty placed on local government to take such steps as it considers appropriate to improve health of its residents. The post holder will take responsibility for strategic objectives of the local authority and the Health & Wellbeing Board and act as a change agent to enable delivery of relevant outcome indicators from the public health, NHS and social care outcome frameworks. The post holder will be expected to work across organisations, be able to influence budgets held by those organisations as well as advocate for change effectively. They may hold direct managerial responsibility for services and budgets which directly contribute to these objectives but they will usually also have substantially greater strategic responsibilities across the council and other agencies.

Strategic objectives include:

- 2.1 On behalf of the authority to take responsibility for ensuring delivery of the public health mandated services such that the full range of benefits are delivered to residents of the authority. These services include; sexual health services, NHS Health Check, specialist public health support to CCGs and this will include taking responsibility for the relevant outcome indicators within the PHE, NHS (and Social Care) Outcome frameworks and working across organisational boundaries.
- 2.2 To lead work across all Council directorates as well as influencing partnership boards (dealing with health determinants) to maximise health improvement opportunities and the reduction of inequalities in health outcomes amongst residents. This will include using the Outcome Frameworks as well as exploring other relevant routinely collected data systems for suitable indicators.
- 2.3 To lead on improving health and social outcomes for a particular client group to be determined in discussion with the DPH, and might include one or more of: early years, children, working adults, older adults, learning disabilities, mental health, or specific disease groups or service areas.

The job will include working across the entire Council, NHS bodies (the Council has a statutory duty to provide public health advice to CCGs and the Council's Health and Well Being Board has a coordinating role for the whole of the health and care system) and other partner agencies. It will also involve influencing private sector, voluntary sector and community sector organisations that can impact on health and influencing the attitudes and behaviour both of professionals and of the population generally.



In delivering the strategic objectives the post holder will be expected to demonstrate expertise in the full range of relevant competencies as set out by the Faculty of Public Health. This includes evaluation techniques, policy analysis and translation and ability to communicate effectively with a range of stakeholders including politicians. In addition to any direct responsibility for managing staff or budgets, he/she will be responsible for change and improvement in the agreed areas of work and for supporting the delivery of the statutory duty of the Council to take the steps it considers necessary to improve the health of its communities.

3. The employing organisation and other organisations within the scope of the work

Hartlepool is a relatively small but dynamic area with considerable public health challenges and opportunities. It has a well-developed sense of identity and a proud history as a prosperous maritime, engineering and mining location. Having seen tough times, it is bouncing back with thriving educational, creative and business sectors, a waterfront development and green open spaces. There is well-established partnership working with coterminous or adjacent public sector bodies and voluntary organisations concerned with health and wellbeing. There is a major push towards regeneration of the built environment to attract inward investment and jobs. Public health is recognised to be everyone's business and the public health workforce (as funded by the public health grant) is distributed across the span of Council directorates, with a central core managed directly by the DPH.

4. Public Health Arrangements

4.1 Resources


The post holder working with the DPH will be expected to make best use of both public health department resources as well as influence the resources in the Council as a whole.

4.2. Training and CPD arrangements

There are at present no trainees in public health in the department but it is an ambition to reinstate training status. The post holder will be required to develop an in-house programme of continuous professional development for staff funded from the public health grant, and extend the offer where appropriate to other directorates within the Council and partner organisations.

5. The strategic responsibility and key tasks


The post holder is expected to demonstrate expertise across the full range of relevant competencies as set out by the Faculty of PH (Appendix 1) and where required, take responsibility for resolving operational issues. In negotiation with the DPH (&/or the Council), the post holder may be asked to take on responsibilities that are underpinned by any of the



FPH competencies. Post holders will be expected to maintain both the general expertise as well as develop topic based expertise as required by the DPH and will be expected to deputise for the DPH as and when required.

The range of duties expected of the post holder include:

- 5.1 Taking responsibility for a range of public health issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in health and wellbeing.
- 5.2 Providing briefings on the health and wellbeing needs of local communities to Councillors, Council Officers, CCGs, the 3rd sector, the public and partners. Where required to so, the post holder will provide verbal briefing to Councillors, other colleagues and stakeholders in person which maybe at short notice.
- 5.3 Taking responsibility for development, implementation and delivery of policies. This may include taking the lead in developing detailed inter-agency and interdisciplinary strategic plans and programmes based on needs assessments which may lead to service specifications. The post holder will be expected to contribute appropriately to the procurement process.
- 5.4 Providing expert public health support and whole system leadership to ensure an evidence-based approach for commissioning and developing high quality equitable services, within and across a range of organizations including voluntary, public and private sector. This includes the health service component of the mandated core service. This will include expertise in evaluation and development of appropriate KPIs.
- 5.5 Utilising (and if appropriate developing) information and intelligence systems to underpin public health action across disciplines and organisations. This may include providing leadership for collation and interpretation of relevant data including production of the JSNA. Working with the DPH, this will include the integration of the appropriate elements of the public health, NHS and social care outcomes frameworks within the systems developed by the local authority as well as with relevant partner organisations.
- 5.6 Supporting the DPH in the development and implementation of robust strategies for improving the health and wellbeing of local communities including ensuring qualitative and/or quantitative measurements are in place to demonstrate improvements. This may include taking responsibility for the judicious use of the ring fenced public health grant and/or working with CCGs, Trusts, the contractor professions and PHE.
- 5.7 Providing the key local authority link to the research community, providing advice/support to colleagues and co-ordinating appropriate access to scientific information. The post holder will be expected to take part in relevant research networks and to influence research programmes of such networks so that the research needs of the local authority are taken into account.

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- 5.8 Taking responsibility for the training obligations of the directorate, including becoming the Educational Supervisor. These duties will be agreed jointly with the relevant Head of the School of Public Health.

Underpinning much of these duties are public health tasks such as;

- 5.9 Undertaking health needs assessments as required to enable actions to be taken to improve the health of the local population.
- 5.10 Developing prioritisation techniques and managing their application to policies, services and to help resolve issues such as the investment-disinvestment debate
- 5.11 Effective communication of complex concepts, science and data and their implications for local communities, to a range of stakeholders with very different backgrounds.
- 5.12 Understanding of evaluation frameworks and applying those frameworks to the benefit of local communities.
- 5.13 A capacity to apply the scientific body of knowledge on public health to the policies and services necessary to improve health and to formulate clear practical evidence-based recommendations
- 5.14 The understanding of human and organisational behaviour and the application of this knowledge to the achievement of change.
- 5.15 Inspire commitment to public health outcomes and to prevention as a core feature of public sector reform

6. Management arrangements and responsibilities

The post holder will be professionally accountable to the employing authority and managerially accountable to the employing authority via their line manager, usually the Director of Public Health or equivalent. Professional appraisal will be required. An initial job plan will be agreed with the successful candidate prior to that individual taking up the post based on the draft job plan attached. This job plan will be reviewed as part of the annual job planning process.

The post holder:

- 6.1 will manage two or more staff *in line with Council policies on recruitment, appraisals, disciplinary and grievance responsibilities and ensure consistency with 2.4 and 2.5 above)*
- 6.2 will manage budgets *and be an authorised signatory.*
- 6.3 will be expected to deputise for the Director of Public Health as required



7. Professional obligations


These include:

- 7.1 Participate in the organisation's staff appraisal scheme and quality improvement programme, and ensure appraisal and development of any staff for which s/he is responsible
- 7.2 Contribute actively to the training of practitioners and primary care professionals within the locality
- 7.3 Undertake an annual professional appraisal including completion of a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate. In agreement with the DPH contribute as an appraiser to the professional appraisal system
- 7.4 Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice and UKPHR requirements
- 7.5 Contribute to medical professional leadership within the health system
- 7.6 It is a duty of a health professional to foster scientific integrity, freedom of scientific publications, and freedom of debate on health matters, and public health professionals have a further responsibility to promote good governance and open government.
- 7.7 Public health practice must be carried out within the ethical framework of the health professions.
- 7.8 The post holder will be expected to maintain effective, courageous, and responsible public health advocacy

The post-holder may also have external professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the line manager.

8. Personal Qualities

The strategic objective of the post is to deal with complex public health and wellbeing challenges in a multi-organisational environment with widely differing governance and finance system and organizational cultures. It is expected that the post holder will be able to cope with such circumstances as well as multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, political awareness and negotiation and motivation skills as well as flexibility and sensitivity are required. The post holder will advise the health and



wellbeing board and make recommendations regarding services, residents' care and wider determinants of health and therefore a high level of tact, diplomacy and leadership is required including the ability work within the local political and at the same time maintain the ability to challenge and advocate for effective working and on specific issues in order to achieve public health outcomes. The achievement of public health outcomes and the successful pursuit of change are the purpose of the job and the metric against which performance will be assessed.

Outline job plan (indicative – to be agreed when in post)

Epidemiology, including needs assessment and evaluation of outcomes, in-house training	3 half days
Health improvement and health protection	2 half days
Commissioning support to Hartlepool Borough Council and to Clinical Commissioning Groups	2 half days
Campaigns and public outreach	1 half-day
Management of others and networking	1 half day
Personal continuing professional audit, appraisal and attending learning events	1 half day



Appendix 1

FACULTY OF PUBLIC HEALTH COMPETENCIES **(2015 PH Specialty Training Curriculum)**

Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

Policy and strategy development and implementation

To be able to influence and contribute to the development of policy as well as lead the development and implementation of a strategy.

Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

Health Improvement, Determinants of Health and Health Communications

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

Academic public health


To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

Professional, personal and ethical development

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Hartlepool Borough Council is an equal opportunities employer.





To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practise within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

Integration and application of competencies for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.



PERSON SPECIFICATION

DEPUTY DIRECTOR OF PUBLIC HEALTH

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005. Further amended in June 2015

Education/Qualifications	Essential	Desirable
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists -This entails a masters programme plus further postgraduate medical specialist training	X	
<i>If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice</i>	X	
Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers <i>[see short listing notes below for additional guidance]</i>	X	
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Masters in Public Health		X
Personal qualities		
Able to influence senior members including directors and CEOs	X	
Able to both lead teams and to able to contribute effectively in teams led by junior colleagues	X	
Commitment to work within a political system irrespective of personal political affiliations	X	



Experience		
Delivery of successful change management programmes across organizational boundaries	X	
Media experience demonstrating delivery of effective health behaviour or health promotion messages		X
Experience of using complex information to explain public health issues to a range of audiences	X	
Skills		
Strategic thinker with proven leadership skills and operational nous	X	
Able to demonstrate and motivate organisations to contribute to improving the public's health and wellbeing through mainstream activities and within resources	X	
Ability to lead and manage the response successfully in unplanned and unforeseen circumstances	X	
Analytical skills able to utilize both qualitative (including health economics) and quantitative information	X	
Ability to design, develop, interpret and implement strategies and policies	X	
Knowledge		
In depth understanding of the health and care system and the relationships with both local national government	X	
In depth knowledge of methods of developing clinical quality assurance, quality improvement , evaluations and evidence based public health practice	X	
Strong and demonstrable understanding of interfaces between health, social care and key partners (dealing with wider determinants of health)	X	



Short listing notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is in progress as follows:

1. **Applicants in training grades**

Public health Specialty Registrars in a recognised UK public health training scheme must provide evidence to confirm that they are within **SIX** months of award of their certificate of completion of training (CCT) and inclusion in the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR for public health specialists at the date of interview (i.e. the expected date of award of their CCT must fall no more than six months after the date of interview). *Please note that from January 2005 in England, May 2005 in Scotland and November 2005 in Northern Ireland and Wales, this period has been extended from the three months required previously.* The documentary evidence should be:


Either a ARCP 6/RITA Form G (Final Record of Satisfactory Progress) **or** a letter from the postgraduate dean (or Faculty Adviser) specifying the expected date for completion of training (which must be not more than six months after the date of interview).

2. **Applicants in non training grades**

2.1 *Doctors (i.e. medical practitioners)*

Doctors outside recognised UK public health training schemes fall into a number of categories:

- those who have trained outside the UK, who may have specialist training and qualifications which they are seeking to have recognised by the General Medical Council (GMC) in order to gain registration with the GMC: these doctors may be shortlisted according to the following 2005 guidance from the Department of Health and Scottish Executive which indicates that *There will be some instances (for example when considering applicants trained outside the UK) where an AAC may choose to interview a candidate prior to [GMC] Specialist Register entry. In these circumstances, it will wish to be satisfied that subsequent Specialist Register entry is likely. Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for short listing).*
- those who have not completed specialist training in the UK who are seeking entry to the GMC Specialist Register through the Certificate of Eligibility for Specialist



Registration route (formerly Article 14 of the European Specialist Medical Qualifications Order (ESMQO)), which allows the GMC to consider not only training but also relevant experience: these doctors may have trained in or outside of the UK. **Again, employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for short listing).**

2.2 Applicants from a background other than medicine

- Other than trainees (see 1 above), applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for short listing. **Suitable evidence will be a letter from the UKPHR acknowledging receipt of the portfolio application.**
- Other than trainees (see 1 above), applicants from a background in public health dentistry must be included in the GDC Specialist List in dental public health. However, those who can demonstrate that they have submitted an application for inclusion on the GDC specialist list in public health dentistry may be considered for short listing. **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GDC which is eligible for consideration at the time of application (for short listing).**

Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts (including deputy DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for short listing for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.



GENERAL CONDITIONS

On call arrangements

The post holder will be expected to be on call for health protection and public health and to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Hartlepool. Suitable training will be provided for those who need it in discussion with Public Health England.

Indemnity

As the post holder will only be indemnified for duties undertaken on behalf of Hartlepool the post holder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of Hartlepool and for private activity within Hartlepool. For on call duties provided to other organisations as part of cross cover out of hours arrangements Hartlepool Borough Council has confirmed that those organisations will provide indemnity for the post holder. These arrangements may differ across the four countries.

Flexibility

The post holder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

A consultant has an obligation not to disclose (other than in accordance with GMC guidelines) any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she has a duty of candour and should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.



Data protection

If required to do so, the post holder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The post holder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the General Data Protection Regulations of 2018.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Smoking policy

The employing organisation has a policy that smoking is not allowed in the work place.

Equal opportunities policy

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

Date: 31st July 2018

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.