



## **JOB DESCRIPTION**

### **DIRECTOR OF PUBLIC HEALTH**

<b>Title:</b>	Director of Public Health
<b>Employing Organisation:</b>	Hartlepool Borough Council
<b>Accountable to:</b>	Accountable to Hartlepool Borough Council Chief Executive and the Secretary of State for Health through Public Health England
<b>Responsible to:</b>	Director of Children's and Joint Commissioning Services
<b>Hours:</b>	Full time Normally 37 hours
<b>Work base:</b>	<b>Civic Centre, Hartlepool, with some local and regional travel</b>
<b>Salary:</b>	£88,325 - £94,635 (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)
<b>Key Relationships</b>	Committee Chair Senior Management Team Local NHS bodies including Clinical Commissioning Groups Public Health England Health and Wellbeing Board Local Resilience Forum NHS England The public and the press

#### **Job Summary**

The Director of Public Health is the system leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). As such, the Director of Public Health is a statutory chief officer of the authority and the principal adviser on all health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health. Section 73A(1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the Director of Public Health responsibility for:

- all of their local authority's duties to improve public health
- any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations – these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act

- exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health
- their local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders
- such other public health functions as the Secretary of State specifies in regulations
- producing an independent annual report on the health of local communities

In order to deliver their responsibilities on behalf of the residents of Hartlepool the DPH will need to be a visible system leader in the health and wellbeing partnership arrangements. The DPH will be expected to use all the resources at their disposal to ensure that the local public health system is able to tackle the full range of determinants of health affecting communities in Hartlepool. Working with local communities, he/she should be able to inspire development of innovative solutions that support improvements in health and wellbeing and reduction in health inequalities whilst at the same time maintaining the confidence of Councillors and government.


### **Description of the LA and the Public Health Department**

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.

### **Job purpose and key responsibilities**

The fundamental purpose of the postholder is to provide the leadership to drive improvements in the health and wellbeing of the residents of Hartlepool, to reduce inequalities in health outcomes and working in collaboration with PHE to protect local communities from threats to their health through infectious diseases, environmental and other public health hazards. In delivering the key responsibilities described below, the postholder is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies (Appendix 1) and the person specifications (Appendix 2).

- a) Support the Chief Executive and Councillors in developing and delivering the Council's strategic agenda
- b) Be the chief officer and principal adviser on public health to the Council, local communities and local partners
- c) Operate strategically as a member of the corporate management/executive board and across the Council influencing policy and practice.
- d) To commission, and or deliver services which are effective, value for money and meet quality standards.
- e) To act as a leader across the local system of public services, influencing change and enabling a culture of continuous improvement in health and wellbeing, innovation and evaluation.

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- f) Utilise the public health resources imaginatively and cost effectively across all domains of public health in order to improve health and wellbeing of local communities and reduce inequalities in health outcomes.
  - g) Be accountable for both the shaping and delivery of the Health and Wellbeing agenda taking account of the national agenda and benchmarking (using the national outcomes frameworks; public health, NHS and social care).
  - h) Deliver an independent annual report on the health and wellbeing of local communities for publication by Hartlepool Borough Council, to stimulate debate and/or action by the Council and partners.

The person specifications for the post are set out in appendix 2. In delivering the responsibilities outlined above, the postholder and his/her team will undertake the following tasks:

### **1. Strategic Leadership**

- Delivery of a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities (including an easily accessible Joint Strategic Needs Assessment System)
- Ensure all activity undertaken by the Council takes account of both, the need to reduce inequalities as well as the requirements of the Equality and Diversity Act.
- To ensure scientific principles are applied to assessing need, exploring interventions and assessing progress of the Council's strategic agenda.
- Ensure as a core member of the Health and Wellbeing Board and in partnership with the wider Council, partners and the public, the development of plans to enable local communities become healthy, sustainable and cohesive
- Ensure a programme of action (both within and outwith the Council) to impact on the wider determinants of health that will promote improvements in health and wellbeing of local communities and reduction in health inequalities.
- Provide assurance that the health protection system for local communities is fit for purpose
- To work closely with Directors responsible for people (children, vulnerable communities and older people) to ensure to develop, implement and maintain a "fit for purpose" integrated strategy which meets the needs of local communities and is cogent with the national approach.
- Collaborate across organisational boundaries to ensure communities in <name of place> benefit from population health and care programmes (development of sustainable transformation plans 2016-20).

### **2. Directorate Specific Accountabilities**

- To be an advocate for improving health and wellbeing and reducing health inequalities
- Exercise the statutory responsibilities including the delivery of the mandated services
- To advise the Council on its statutory and professional public health obligations.
- Work with the PHE Centre and NHS England to ensure local communities are protected from infectious disease threats (including food and water borne disease, pandemics, etc) and environmental hazards
- Ensure the development and delivery of a credible plan to improve health and wellbeing of communities in Hartlepool and reduce health inequalities.
- Ensure that the Council has implemented its EPRR responsibilities and through Co-chairing of the Local Health resilience Forum, that partner organisations (PHE, NHS England and the CCGs) have delivered their EPRR responsibilities.
- IWork in partnership with CCGs and Directors of Social care to take responsibility for Population Health and Care; including oversight and promoting population coverage of immunisation and screening programmes

- Provide public health advice (the core offer) to CCGs supporting the commissioning of appropriate, effective (based on evidence), and equitable health services.
- Support the Health and Wellbeing Board to deliver its statutory duty to promote integration for the benefit of local communities
- Collaborate across local authority boundaries to ensure residents of Hartlepool benefit from population health and care programmes (the Sustainable Transformation Plans which apply from 2016 to 2020).

### **3. Resource Management**

- To be accountable for the budget including reporting on the use of the public health ring fenced grant.
- To manage Council resources (People, property, information and finance) imaginatively and efficiently.
- Manage public health staff and ensure that they are able to influence in such a way as to ensure health and wellbeing in its fullest sense is central to the <name of place>.

### **4. Commissioning**

- Ensure services for improving health and wellbeing of local communities are commissioned within the Council policy for procurement and monitoring system and are responsive to the needs of the communities in Hartlepool and over time.
- To set the framework for standards for commissioning and delivery; including the promotion of innovative approaches and appropriate risk management systems which are responsive to performance challenges.
- To ensure scientific principles of evaluation underpin all commissioning and delivery, of health and wellbeing services.

### **5. Advocacy**

- Develop a constructive relationship with the media and the public, within the context of the Council Communications policy.
- To use the Faculty of Public Health, the LGA, the ADsPH, PHE and other channels to advocate for the public's health.

## **Management arrangements**

The Director of Public Health will be professionally accountable to the Council (and Secretary of State for Health through Public Health England) and managerially accountable to the Chief Executive of the Local Authority. An initial job plan will be agreed with the successful candidate and reviewed annually.

The Director of Public Health will:

1. Manage the deputy DPH and other staff as determined from time to time, and follow Council policies and procedures for line management, recruitment, appraisals, disciplinary and grievance issues.
2. Manage a budget *as determined each year*.
3. Ensure appropriate management and support for Specialty Registrars in Public Health and other training grades as may be developed over time.



An outline job plan based on 10 half-days is as follows:

Directorate role	E.g.: annual public health report, lead role for specific themes, managing the department, managing the budget	4
Corporate role	E.g.: Directorate Management Team, Corporate Management Team, Council Committees	2
Commissioning support	E.g. HBC, CCGs	2
Wider network role	E.g.: PHE, ADsPH, Regional DsPH	1
Personal development	EG CPD, Audit, appraisal, revalidation, conferences	1

### Professional obligations

Professional responsibilities will be reflected in the job plan. The Director of Public Health will be expected to:

1. Participate in the organisation's staff and professional appraisal scheme and ensure participation of all staff members.
2. Ensure quality improvement (and clinical governance) programmes are an integral component of the public health approach in the Council.
3. Contribute actively to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality. Pursue a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation or other measures required to remain on the GMC/GDC Specialist Register with a license to practice or the UK Public Health (Specialist) Register or other specialist register as appropriate.
4. Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified).
5. Agree any external professional roles and the time required to deliver those roles with the Council.





## Appendix 1

### **Faculty of Public Health: Competencies expected of all public health consultants/specialists**

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

- I. **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.*
- II. **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.*
- III. **Policy and strategy development and implementation**  
*To influence and contribute to the development of policy and lead the development and implementation of a strategy.*
- IV. **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.*
- V. **Health Improvement, Determinants of Health, and Health Communication**  
*To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.*
- VI. **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.*
- VII. **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.*
- VIII. **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.*

**IX. Professional, personal and ethical development**

*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 practice 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.*

**X. Integration and application 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.*

The DPH as a public health leader is expected to have both the technical expertise as well as the ability to use those techniques to both, lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have skills and the attitudes to be able to present the results of applying their technical expertise so that they are understandable and stimulate actions by a range of individuals and organisations.

**PERSON SPECIFICATION**  
**DIRECTOR OF PUBLIC HEALTH**

**Competencies and other requirements**

<b>Behaviours</b>	<b>Recruitment and selection</b>
<p><b>Leadership</b> Establishing and promoting a clear public health vision which is coherent with the business strategy and the political vision for Hartlepool Borough Council and consistent with Government policy and takes account of social and economic trends. This is about role modelling through their own actions the types of behaviours expected of others in creating a high performing public health culture.</p> <ul style="list-style-type: none"> <li>• Developing an effective PH team with appropriate skill mix to enable the Authority to deliver its full range of PH responsibilities</li> <li>• Developing effective relationships with elected members to ensure a coherent PH vision and operational plan</li> <li>• Work with fellow directors to enable/ensure public health perspective/principles underpin all aspects of LA delivery</li> <li>• Work with communities and media to ensure needs of local communities are made explicit and addressed by the H&amp;WB</li> <li>• Deliver the independent report of the DPH in such a way as to compel all members of the H&amp;WB to take action</li> </ul>	CV and Interview
<p><b>Community and population focus</b> It means working together to a common agenda and objectives with a shared purpose and common values, always looking for ways to improve access to services by communities and individuals. This is seen by:</p> <ul style="list-style-type: none"> <li>• Actively seeking to understand the communities that are served and promoting and demonstrating an active commitment to meet their needs</li> <li>• Setting new standards for innovation in commissioning and delivery of services that anticipate and exceed expectations</li> <li>• Engaging with a wide range of stakeholders and partners to gather and evaluate information and make collaborative judgements and decisions</li> <li>• Making timely and where needed, difficult decisions for the benefit of the people of Hartlepool</li> </ul>	Application form Interview
<p><b>Results Focus</b> Co-development of a model of health with local stakeholders (including local communities) and the metrics to support; taking account of Public Health Outcomes Framework, the NHS Outcomes Framework and the Social Care Outcomes Framework. This is seen by:</p> <ul style="list-style-type: none"> <li>• Acknowledging and working with ambiguity and complexity, making significant decisions where no precedents exist</li> </ul>	Interview



<ul style="list-style-type: none"> <li>• Ensuring a best practice performance culture is developed and sustained</li> <li>• Setting, communicating and monitoring stretching organisational objectives and objectives</li> <li>• Pro-actively identifying corporate, directorate and service risks, and ensuring action is taken to mitigate them</li> <li>• Formulating risk management plans and creating a positive health and safety culture</li> </ul>	
<p><b>Improvement and Change</b></p> <p>Developing and sustaining a culture of innovation and creativity underpinned by evaluation, where employees are engaged and have the desire to do things better, more efficiently and effectively to improve performance. This is seen by:</p> <ul style="list-style-type: none"> <li>• Taking risks and moving into uncharted territory while taking accountability for results and failures</li> <li>• Welcoming the inevitable mistakes as part of the creative process</li> <li>• Suggesting the unthinkable to stimulate alternate ways of thinking</li> <li>• Focusing team performance on the achievement of outcomes that will maximise the resources available</li> <li>• Finding new ways of securing or deploying significant amounts of financial resource to meet new objectives</li> <li>• Advocating and role modelling the use of evaluation techniques to support innovation</li> </ul>	Interview
<p><b>People Development</b></p> <p>Knowing and managing the strategic talent requirements for the organisation. It is about promoting and encouraging a culture where people focus on developing themselves and others to deliver improvement while developing careers. This is seen by:</p> <ul style="list-style-type: none"> <li>• Holding direct reports accountable for people development generally and specifically for releasing high performers for personal development</li> <li>• Articulating the many long-term benefits of talent management and developing the talent pools required for succession</li> <li>• Ensuring comprehensive workforce plans are in place</li> </ul>	Application form Interview
<p><b>Functional competencies</b></p> <ul style="list-style-type: none"> <li>• Demonstrates detailed knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice.</li> <li>• Full and high level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation. Develops service practices and ensures appropriate application. Provides advice on the more complex instances</li> </ul>	Application form Interview
<ul style="list-style-type: none"> <li>• Detailed knowledge and experience in driving and assisting in the management of change in a variety of settings, proactively seeking opportunities to create and implement improved service effectiveness</li> </ul>	Application form Interview

<ul style="list-style-type: none"> <li>Detailed knowledge of personnel management. Carries out effective performance management of staff and demonstrates understanding of policies related to pay, capability, disciplinary matters and grievances. Plans department activities and use of staff resources effectively. Participates in workforce planning and training needs assessments</li> </ul>	Application form Interview
<ul style="list-style-type: none"> <li>Demonstrates knowledge of project management tools and techniques. Sufficient skill to develop and implement large scale projects, utilising and leading multi-skilled project teams.</li> </ul>	Application form
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Inclusion in the GMC Specialist Register with a license to practice/GDC Specialist Register/UK Public Health Register (UKPHR) for Public Health Specialists. If included in the GMC Specialist Register/GDC Specialist Register in a specialty other than public health medicine/dental public health, must have equivalent training and/or appropriate experience of public health medicine practice.</li> <li>Public health specialty registrar applicants who are not yet on the GMC specialist register/GDC specialist register 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 on the GMC/GDC/UKPHR specialist registers</li> <li>Desirable to have MFPH but not essential</li> </ul>	<b>Recruitment and selection</b> Application form
<ul style="list-style-type: none"> <li>Must meet minimum CPD requirements (i.e. be up to date) in accordance with the Faculty of Public Health requirements or other recognised body</li> </ul>	Application form
<b>Knowledge, experience and skills</b>	
<ul style="list-style-type: none"> <li>Understanding of NHS and local government cultures, structures and policies</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Understanding of social and political environment</li> </ul>	Interview
<ul style="list-style-type: none"> <li>Excellent oral and written communication skills (including dealing with the media) including to present to mixed audiences and the media</li> </ul>	Application form Interview
<ul style="list-style-type: none"> <li>Practical experience in facilitating change</li> </ul>	Application form Interview
<ul style="list-style-type: none"> <li>Budget management skills</li> </ul>	Application form
<ul style="list-style-type: none"> <li>The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle</li> </ul>	Application form
<ul style="list-style-type: none"> <li>This position is subject to a criminal records disclosure check</li> </ul>	<b>YES</b>



• This is a politically restrictive position	YES
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Date: 31<sup>st</sup> 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.**