

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES
JOB DESCRIPTION

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| <u>POST TITLE :</u> | Public Health Officer |
| <u>PAY BAND :</u> | Band 9 |
| <u>JOB EVALUATION NO.</u> | E3562 |
| <u>REPORTING RELATIONSHIP</u> | Public Health Portfolio Lead |
| <u>JOB PURPOSE :</u> | To support the Public Health Team in its function in communicating analysis of Public Health data, including Performance data, to partners. To have a key role in ensuring that the Council has the right information and high quality analysis to inform policy development and decision making. Contribute to the implementation and delivery of key public health priorities. |
| <u>POST NO.</u> | POS001316 |
| <u>PDR COMPETENCY FRAMEWORK</u> | Level 1, Expected Competencies for all employees |

MAIN DUTIES/RESPONSIBILITIES

1. To work with the Public Health Portfolio Lead and other members of the public health team and provide support to key public health programmes in line with priorities as set out in the Public Health service plan.
2. Undertake analysis to identify trends and key issues. Undertake research to support such analysis, providing reports as appropriate.
3. Research and understand the requirements of national government in relation to the collection and return of Public Health related performance data, advise officers of the correct format and type of information to be collected.
4. Maintain the list of reported Key Performance Indicators and Performance Indicators for Public Health, and ensure that where required, performance data is available to be presented to relevant senior management and member meetings.
5. To ensure compliance with the Council's performance management framework and develop templates and other tools to support officers and managers as appropriate.
6. Working with other Council departments, Information Officers and Analysts to advise on the development of an approach to data analysis and on the need for change as necessary, feeding into relevant partnership groups to ensure clarity and consistency of information used.

7. Liaise with officers in relation to the collection, layering and analysis of data and provide analysis that supports the policy function of the Council. Undertake research to support such analysis, providing reports on key issues as appropriate
8. Support the development of key documents and reports for the public health team including carrying out detailed data analysis for example Joint Strategic Needs Assessment, Healthy Lifestyles Survey, DPH Annual Report including the development, research and design of health related data sets and information
9. Raise the profile of the use of data and analysis to contribute to continuous improvement and provide training, advice and support to the Public Health team.
10. Attendance at local and regional meetings as required to represent the Darlington Public Health team and share learning with the rest of the team.
11. Carry out data audits to inform ongoing performance management and co-ordinate performance information with other bodies and explore opportunities to benchmark with best practice
12. Collate, analyse and present information in a variety of formats to suit the target audiences including senior management, partners and the wider community.
13. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
14. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
15. Carry out your role in line with the Council's Equality agenda.
16. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
17. Any other duties of a similar nature related to this post that may be required from time-to-time.
18. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: February 2020

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

PUBLIC HEALTH OFFICER

CHILDRENS AND ADULTS SERVICES

POST NO. POS001316

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|---------------------|---|----------------------|----------------------|
| | Qualifications & Education | | |
| 1 | Qualification in a public health field | | D |
| 2 | Educated to degree level or equivalent | | D |
| | Experience & Knowledge | | |
| 3 | Experience of delivering or supporting work which contributes to reducing health inequalities | E | |
| 4 | Approx. 4 years' experience of analysing data and reporting to a range of audiences | E | |
| 5 | Proven understanding of the local government policy context | E | |
| 6 | Approx. 4 years' experience of providing advice in local government or other public agency | E | |
| 7 | Approx. 4 years' experience of collating data, and ensuring consistency of the quality of that data | E | |
| 8 | Experience of developing, implementing, monitoring and reviewing strategies and policies | E | |
| 9 | Experience of providing comprehensive and concise written reports, including performance reports | E | |
| 10 | Experience of administering performance management systems | E | |
| 11 | Experience of working within public service partnership arrangements | | D |
| 12 | Experience of data sharing protocols and their implementation | | D |
| 13 | Understanding of commissioning processes and the role of intelligence within them | | D |
| 14 | Experience of providing intelligence to and liaison with schools | | D |
| 15 | Experience of Local Authority inspections | | D |
| | Skills | | |
| 16 | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations) | E | |
| 17 | Ability to undertake research and report on its findings | E | |
| 18 | Ability to give attention to detail | E | |
| 19 | Ability to present complex information in formats appropriate to non-specialists without compromising meaning | E | |
| 20 | Analytical and interpretational skills using a range of information sources and research methodologies | E | |
| 21 | Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager | E | |
| 22 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines | E | |
| 23 | Ability to balance a range of conflicting demands, meeting deadlines | E | |
| 24 | Proven use of Microsoft Office including Excel to manipulate data | E | |

| | Personal Attributes | | |
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| 25 | Ability to build up a range of knowledge in public health in order to meet changing priorities and demands, demonstrating an aptitude for data extraction, analysis and presentation. | E | |
| 26 | Ability to work successfully as part of a team and with a wide range of people. | E | |
| | Special Requirements | | |
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