

DARLINGTON BOROUGH COUNCIL

JOB DESCRIPTION

<u>POST TITLE:</u>	Director of Public Health
<u>PAY BAND:</u>	AD1
<u>REPORTING RELATIONSHIP:</u>	Managerially to Director of Children and Adult Services. Professionally accountable to the Council (and Secretary of State for Health through Public Health England)
<u>JOB PURPOSE:</u>	This role will be a key member of the Council's Chief Officer Board (COB). The fundamental purpose of the role is to provide the leadership to drive improvements in the health and wellbeing of the residents of Darlington, to reduce inequalities in health outcomes and work in collaboration with PHE to protect local communities from threats to their health through infectious diseases, environmental and other public health hazards.
<u>POST NO:</u>	POS001312
<u>PDR COMPETENCY FRAMEWORK:</u>	Level 3 Senior Manager Competencies

MAIN DUTIES/RESPONSIBILITIES

1. 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:
 - (a) all their local authority's duties to improve public health
 - (b) 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
 - (c) exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health
 - (d) 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
 - (e) such other public health functions as the Secretary of State specifies in regulations
 - (f) producing an independent annual report on the health of local communities
2. In order to deliver their responsibilities on behalf of the residents of Darlington 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 Darlington. Working with local communities, the postholder 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. (The postholder is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies (Appendix 1) and the Person Specification (Appendix 2).

3. An initial job plan will be agreed with the successful candidate and reviewed annually. Professional responsibilities will be reflective in the Job Plan e.g. CPD. The Director of Public Health will:

- (a) Manage the Public Health team (including trainees)
- (b) Manage the disbursement of the Public Health Grant
- (c) Be expected to take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements
- (d) Ensure appropriate management and support for Specialty Registrars (in Public Health)

4. **Specific role accountabilities**

- (a) Delivery of a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities
- (b) Lead the production of an accessible Joint Strategic Needs Assessment
- (c) Provide advice and act as lead officer to the Health and Wellbeing Board and in partnership with the wider Local Authority, partners and the public, lead the development of plans to enable local communities to become healthy, sustainable and cohesive
- (d) Ensure a programme of action (both within and outside of 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.
- (e) Provide assurance that the health protection system for local communities is fit for purpose
- (f) To advise Darlington Borough Council and Elected Members on its statutory and professional public health obligations
- (g) 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
- (h) 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.
- (i) Provide public health advice (the core offer) to CCGs supporting the commissioning of appropriate, effective (based on evidence), and equitable health services
- (j) Provide a high quality annual report on health matters and key trends in Darlington and ensure that its key messages are presented and communicated to a variety of stakeholders and audiences.

5. **Resource Management**

- (a) To be accountable for the budget including reporting on the use of the public health ring fenced grant.
- (b) To manage Council resources (People, property, information and finance) imaginatively and efficiently.
- (c) 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 in Darlington

- (d) Ensure services for improving health and wellbeing of local communities are commissioned within the Council policy for procurement and monitoring systems
- (e) 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.
- (f) To ensure scientific principles of evaluation underpin all commissioning and delivery, of health and wellbeing services.

6. Service Group and Corporate Responsibilities

- (a) Ensure that the PDR process operates effectively within your area and that end of year reviews are completed and submitted to the Council's timescales.
- (b) Manage your service areas in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
- (c) Behave according to the Employees' Code of Conduct and ensure that employees in your service areas are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
- (d) Ensure that the Council's Equality agenda is implemented effectively in your service areas and to carry out your duties as a senior manager and employee in line with these.
- (e) Take overall responsibility for health and safety matters within your service areas by ensuring that there are effective measures in place for establishing health and safety policy and for planning, organising, controlling, monitoring and reviewing health and safety effectively.
- (f) Contribute to the management of the Council as a member of the Directorate Leadership Team by helping the Director to:-
 - (i) develop and revise policy;
 - (ii) measure performance and efficiency
 - (iii) monitor progress towards achieving objectives and targets; and
 - (iv) ensure high standards of service delivery
- (g) Contribute to planning for civil contingencies and supervise operations when contingencies occur.
- (h) Contribute to the Council's Corporate planning and Annual budget process
- (i) Assume full responsibility for your duties in the absence of the Director.
- (j) Ensure delivery of the Council's vision, goals and core values, providing a clear sense of direction, optimism and purpose.
- (k) Work with Elected members to develop and implement the Council's strategic direction and priorities.

Other Responsibilities

- (l) Responsibility for managing and delivering projects for the Council that extend beyond the boundaries of the Group.
- (m) Any other duties consistent with the role and as directed by the Managing Director and/or Director of Children and Adults Services that may be required from time to time.
- (n) 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.
- (o) This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Council.

- (p) This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, a Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Date: February 2020

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.

DARLINGTON BOROUGH COUNCIL**JOB TITLE: DIRECTOR OF PUBLIC HEALTH****POST NO. POS001312**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1.	Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)	E	
2.	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 practice	E	
3.	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	E	
4.	If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview	E	
5.	If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT	E	
6.	MFPH by examination, by exemption or by assessment	E	
	Experience & Knowledge		
7.	Results focus, i.e. 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.	E	
8.	Demonstrates detailed knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice.	E	

9.	Full and high level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	E	
10.	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	E	
11.	Knowledge of people management. Plans department activities and use of staff resources effectively. Participates in workforce planning and training needs assessments		D
12.	Demonstrates knowledge of project management tools and techniques.	E	
13.	Understanding of NHS and local government cultures, structures and policies	E	
	Skills		
14.	Community and population focus, i.e. always looking for ways to improve access to services by communities and individuals	E	
15.	Excellent oral and written communication skills (including dealing with the media)	E	
16.	Budget management skills	E	
	Personal Attributes		
17.	An effective and visual leader, able to build productive relationships with officers and elected members. Resilient and calm under pressure, able to balance conflicting priorities and manage time well	E	
	Special Requirements		
18.	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
19.	Capable of independent travel to carry out the requirements of the post	E	
20.	Satisfactory Standard DBS Disclosure.	E	