



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Public Health Practitioner**

**Vacancy ID: 011274**

Salary: £31,346 - £33,782 Annually

Closing Date: 20/09/2020

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Interview Date**

29/09/2020

### **Job Description**

We are seeking an enthusiastic and highly motivated individual to work in the Stockton Public Health Team based at 16, Church Road, Stockton on Tees.

The successful applicant will play a key role in supporting the development, strategic planning, commissioning, implementation and evaluation of health protection interventions and programmes in Stockton-on-Tees in line with local public health priorities, the Joint Strategic Needs Assessment and in order to support the delivery of the Joint Health and Wellbeing Strategy and Health Protection plans. The main focus of the post will include:

- To support the health protection agenda and Covid-19 response team of the council including case management and contact tracing of local incidents and outbreaks
- To work in partnership with a wide range of partners, services and stakeholders to prevent and respond to incidents and outbreaks of infectious disease.
- To work on a portfolio of public health projects and programmes linked to the relevant key national and local strategies to prevent ill-health, promote health and wellbeing and tackle health inequalities for the communities within the borough of Stockton on Tees
- To provide public health support and guidance to key stakeholders by providing and interpreting public health-related data, evidence and guidance.
- To facilitate and support statutory, voluntary and community organisations in the delivery of health protection activities.
- To build strong relationships across services to enhance partnerships, performance and outcomes to improve the health and wellbeing and tackle health inequalities within the local population
- To lead on the local development, implementation and performance management of work plans to support the delivery of local public health priorities and the Joint Health and Wellbeing Strategy and Health Protection Plan with internal and external partners.
- To work in partnership with stakeholders to develop effective local prevention and intervention models which complement regional and national services and interventions

- To support and contribute to the development and/or improvement of local services by: leading/ coordinating specific projects, interventions and service developments, producing documentation to support the commissioning of services e.g. the development of service specifications
- To contribute to tackling inequalities in health through promoting and supporting local partnerships / communities

The successful candidate will possess excellent interpersonal and influencing skills. The post holder will need to have excellent organisational and time management skills. It is also vital to have the ability to work effectively within and across teams as well as prioritising own workload.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion, please contact Mandy MacKinnon, Strategic Health and Wellbeing Manager, on 01642 528478 or Dr Tanja Braun, Consultant in Public Health, on 01642 528706.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

|  |   |                                    |  |
|--|---|------------------------------------|--|
|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL |   | <b>JOB DESCRIPTION</b>             |  |
| <b>Directorate: Adults &amp; Health</b>  |   | <b>Service Area: Public Health</b> |  |
| <b>JOB TITLE: Public Health Practitioner</b>   |   |                                    |  |
| <b>GRADE: K</b>  |   |                                    |  |
| <b>Contract Hours: 37 hours per week</b>   |   |                                    |  |
| <b>REPORTING TO: Strategic Health and Wellbeing Manager (Health Protection)</b>  |   |                                    |  |
| <b>1.</b>  | <p><b>JOB SUMMARY:</b> To support the development, strategic planning, commissioning and evaluation of public health interventions and programmes in Stockton-on-Tees in line with local public health priorities, the Joint Strategic Needs Assessment and in order to support the delivery of the Joint Health and Wellbeing Strategy.</p> <p>To work on a portfolio of health improvement and public health programmes linked to the relevant key national and local strategies to prevent ill-health, promote health and tackle health inequalities for the communities within the borough of Stockton-on-Tees.</p> |                                    |  |
| <b>2.</b>  | <b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>   |                                    |  |
| 1.   | To provide public health support and guidance to key stakeholders by providing and interpreting public health-related data, evidence and guidance.  |                                    |  |
| 2.   | To facilitate and support a wide range of statutory, voluntary and community organisations in the delivery of public health activities  |                                    |  |
| 3.   | To build strong relationships across services to enhance partnerships, performance and outcomes to improve health and wellbeing and tackle health inequalities  |                                    |  |
| 4.   | To work in partnership with stakeholders to develop sound and credible service models and commissioning plans that address population needs   |                                    |  |
| 5.   | To lead on the local development, implementation and performance management of work plans to support the delivery of local public health priorities and the Joint Health and Wellbeing Strategy with internal and external partners.  |                                    |  |
| 6.   | To support and contribute to the development and/or improvement of local services by: <ul style="list-style-type: none"> <li>• Leading / coordinating specific projects</li> <li>• Producing documentation to support the commissioning of services e.g. the development of service specifications</li> </ul>   |                                    |  |
| 7.   | To contribute to tackling inequalities in health through promoting and supporting local partnerships / communities  |                                    |  |
| 8.   | To project manage and performance manage a range of public health interventions and programmes. Supporting quality improvement and delivery in line with the evidence base for health improvement, reduction of health inequalities and ill-health prevention   |                                    |  |

|    |  |
|----|--|
| 9  | To facilitate and support community engagement in public health, working with a range of statutory, voluntary, charitable and commercial organisations   |
| 10 | To support public health capacity building and workforce development in the development and delivery of public health programmes   |
| 11 | To support the development and refresh of the Joint Strategic Needs Assessment   |
| 12 | To ensure that evidence based practice is promoted and that organisations are influenced to deliver and embed a range of health improvement interventions.   |
| 13 | To contribute to service reviews and evaluations to ensure that public health programmes are evaluated against the evidence base and best practice.  |
| 14 | To enhance the image of the Public Health Team and Stockton-on-Tees Borough Council as a whole by promoting awareness of services and displaying the highest standard of professional conduct at all times.  |
| 15 | To undertake such personal training and development as may be deemed necessary to meet the duties and responsibilities of the post and to contribute to the development of the public health team and wider public health workforce by contributing to CPD, teaching and training. |

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade K using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated 25<sup>th</sup> August 2020**

**PERSON SPECIFICATION**

|                            |                                   |                      |
|----------------------------|-----------------------------------|----------------------|
| Job Title/Grade            | <b>Public Health Practitioner</b> | <b>K</b>             |
| Directorate / Service Area | <b>Adults &amp; Health</b>        | <b>Public Health</b> |
| Post Ref:                  | <b>POS011025</b>                  |                      |

|                | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  | <b>MEANS OF ASSESSMENT</b> |
|----------------|--|---|----------------------------|
| Qualifications | Educated to degree level or equivalent directly relevant work experience   | A relevant professional public health qualifications e.g. Certificate or Master in Public Health<br><br>Registration as Public Health Practitioner  | Application form           |
| Experience     | Demonstrable experience in a Public Health field<br><br>Experience of project implementation, management and evaluation<br><br>Experience of partnership working across agencies in the public, voluntary and private sectors<br><br>Experience of working with disadvantaged communities/ vulnerable groups | Experience in health protection<br><br>Clinical experience<br><br>Experience of commissioning and contract management and/or service development<br><br>Experience of implementing evidence based approaches in public health<br><br>Experience of translating policy into local practice<br><br>Experience of quality improvement skills | Application / Interview    |

|  |  |  |                         |
|--|--|--|-------------------------|
|  |  | Experience of working in the public sector   |                         |
| Knowledge & Skills                       | <p>Knowledge of Public Health policy</p> <p>Knowledge and understanding of public health theory and practice</p> <p>Excellent interpersonal and influencing skills and ability to adapt them across all disciplines and levels of staff</p> <p>Excellent organisational and time management skills and ability to produce work of high quality to tight timescales</p> <p>Ability to work within and across teams as well as the ability to prioritise own workload and work on own initiative</p> | <p>Ability to communicate evidence based practice to a range of professionals</p> <p>Budget Management</p> |                         |
| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement.   |  | Application / Interview |
| Other requirements                       | Ability to travel across the borough   |  |                         |

**Person Specification dated August 2020**



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.