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|  | **POST TITLE:** | Consultant in Public Health / Consultant in Public Health Medicine |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | Band 1 + market supplement |
|  | **LOCATION:** | |  | | --- | | Your normal place of work will be County Hall. However, you may be required to work at any council workplace within County Durham. | |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Politically Restricted:** The council has designated this as a politically restricted

(SCP 44 and above) post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder be a key appointment within Durham County Council (DCC) Public Health Team, forming part of the Public Health Senior Management Team.

They will be professionally accountable to the Director of Public Health, County Durham and/or the Deputy Director of Public Health, and managerially accountable to Durham County Council via the Director of Public Health.

The post holder will be expected to:

* Have line management responsibilities.
* Manage delegated public health budgets.
* Deputise for the Director of Public Health and Deputy Director of Public Health as required.
* Manage any Public Health Specialist Trainees having attachment to the post holder.

1. **DESCRIPTION OF OVERALL ROLE:**

The postholder will be expected to support the improvement of health and social outcomes in Durham, including the development and delivery of the Public Health Vision and Strategic Plan for Durham County Council.

This is a senior appointment within the Council with the postholder being responsible for delivering the Council’s statutory duties as well as shaping and commissioning significant strategic programmes across the life course to protect the health, and improve the health and wellbeing of people in Durham. The postholder will be expected to demonstrate strong leadership and change management skills, working with partners at a senior level across the health and social care system.

The postholder will also act as the relationship manager for a specified Council Directorate, be responsible for a programme of work related to the social determinants of health and to act as the public health team lead for one of the domains of public health (i.e. health improvement, health protection assurance and healthcare quality).

The post holder will be expected to cope with multiple and changing demands, and to meet tight deadlines.  A high level of intellectual rigour, negotiation and motivation skills as well as flexibility are required to deal with highly complex public health issues, to advise officers and elected members in the council and the Health and Wellbeing Board, and to make recommendations regarding services, patient care and the wider determinants of health.  A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries, and influencing without authority.

Support the Director of Public Health and Deputy Director of Public Health in NE public health interventions linked to the Integrated Care System (ICS) and NE Prevention Board

Support senior level input to County Durham Partnership Boards including the Health and Wellbeing Board

The post holder will also be required to contribute to the general duties of the public health senior management team in relation to health protection, delivery of the core offer to the two County Durham Clinical Commissioning Groups and in managing relationships with partners in Public Health England, NHS England and within the Integrated Care System (ICS).

**DUTIES AND RESPONSIBILITIES COMMON TO ALL POSTS:**

8.1 Development, implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, to deliver key public health targets.

8.2 Providing expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and developing high quality equitable services across primary, secondary and social care, and across sectors including local authorities and voluntary, community and faith organisations.

8.3 Leading the work of Durham County Council to improve the health of wellbeing of the Durham population relating to their portfolio.  Responsibility for working with partners including the NHS on these issues.

8.4 Developing and utilising information and intelligence systems to underpin appropriate public health action across disciplines and organisations, leading collation and interpretation of relevant data. Linking in with service areas in the Council that impact on the health and wellbeing of the population pertaining to their portfolio to ensure integrated approaches to information and intelligence.

8.5 Supporting public health governance and assurance processes, contracting issues and transformation in relation to issues that impact on their portfolio of work.

8.6 Liaising with key partners and all stakeholders across County Durham including Public Health England, NHS England Area Teams, Clinical Commissioning Groups and North East Commissioning Support Services.

8.7 The day to day management of relevant staff, specifically the Public Health Strategic Manager and relevant Public Health Advanced Practitioners.

8.8 Undertaking the role of authorised signatory, budget or delegated budget holder and contribute to the formulation of department/service budgets and financial initiatives. Specifically the postholder will have responsibility of a working health budget and budgets associated with public health programmes specific to areas of lead responsibility.

8.9 Undertaking, participating and taking a lead role on public health research including the commissioning of research audits/projects, as well as translating research findings into public health practice in collaboration with relevant universities.

8.10 Supporting the public health ‘core offer’ work with the two County Durham Clinical Commissioning Groups and the NHS England Area Team on issues related to the health and wellbeing of people in County Durham.

8.11 Working closely with Public Health England on relevant public health areas specific to the postholder’s portfolio of work. This will include engaging with and contributing to public health networks and regional fora in the North East in order to share best practice, skills and resources relevant to the postholder’s portfolio.

8.12 The postholder will contribute to CPD arrangements for the public health team.

8.13 The postholder will, through their teams, support and contribute to the 14 Area Action Partnerships in County Durham in their work to improve the health of their local community.

**9.**     **MANAGEMENT ARRANGEMENTS**

The post holder will be professionally accountable to the Director of Public Health, County Durham and/or the Deputy Director of Public Health, and managerially accountable to Durham County Council via the Director of Public Health.

The post holder will be expected to:

* Have line management responsibilities.
* Manage delegated public health budgets.
* Deputise for the Director of Public Health and Deputy Director of Public Health as required.
* Manage any Public Health Specialist Trainees having attachment to the post holder.

1. **PROFESSIONAL OBLIGATIONS**

The post holder will be expected to:

Participate in Durham County Council’s staff appraisal scheme and departmental audit, ensuring appraisal and development of any staff for which s/he is responsible.

Participate in an appropriate professional appraisal scheme, drawing up an agreed personal development plan with an associated CPD programme in accordance with the 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 Register or other specialist register as appropriate.

Contribute actively to the training programme for Foundation Year Doctors/SHOs/Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees as appropriate, and to the training of practitioners and primary care professionals within the area.

## Take part in any locally developed on-call arrangements for communicable disease control and health protection in collaboration with the Public Health England North East centre.

**11. COMMON DUTIES AND RESPONSIBILITIES:**

11.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

11.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

11.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

11.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

11.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

11.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

11.7 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

11.8 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

11.9 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

PERSON SPECIFICATION:

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications/**  **Registration** | * Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists * 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 * 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 six 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 * Applicants must meet the minimum CPD requirements (ie be up to date) in accordance with Faculty of Public Health requirements or other recognised body | * MFPH by examination, by exemption or by assessment | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Project Management Skills * Staff management and training * Practical experience in facilitating change * Budget management skills | * Training and mentoring skills * Peer–reviewed publications and/or presentation of papers at conferences, seminars etc. | Application form  Selection Process  Pre-employment checks |
| **Skills/Knowledge** | * Strategic thinker with proved leadership skills * Excellent oral and written communication skills (including dealing with the media) * Effective interpersonal, motivational and influencing skills * Ability to respond appropriately in unplanned and unforeseen circumstances * Good presentation skills (oral and written) * Sensible negotiator with practical expectation of what can be achieved * Substantially numerate, with highly developed analytical skills using qualitative and quantitative data * Computer literate * Ability to design, develop, interpret and implement policies * Ability to concentrate for long periods (e.g. analyses, media presentations) * Resource management skills * High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation * Understanding of NHS and local government cultures, structures and policies * Knowledge of methods of developing clinical and/or public health practice * Understanding of social and political environment * Understanding of interfaces between health and social care * Working knowledge and understanding of public health research methods (including health economics) |  | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Strong commitment to public health principles * Able to prioritise work, and work well against a background of change and uncertainty * Adaptable to situations, able to handle people of all capabilities and attitudes * Commitment to team-working, and respect and consideration for the skills of others * Self-motivated, pro-active, and innovative * High standards of professional probity |  | Application form  Selection Process  Pre-employment checks |

CORE COMPETENCY AREAS

**Surveillance and assessment of the population’s health and well-being**

* To ensure the proper design, development and utilisation of major information and intelligence systems to underpin public health improvement and action for the population across disciplines and organisations.
* To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, Local Authority and voluntary organisations.
* To ensure the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment and the identification of areas for action within the County Durham population.
* To support the production of an annual report on the health of the population of County Durham on behalf of the Director of Public Health*.*

**Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services**

* To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and develop high quality equitable services, across primary, secondary and social care and housing, and across sectors including local authorities, voluntary organisations etc, in potentially contentious and hostile environments where barriers to acceptance may exist.
* To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
* To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances for the individual) in order to maximise opportunities for health.

**Policy and strategy development and implementation**

* To contribute to the communication, dissemination, implementation and delivery of national, regional and local policies and health strategies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated organisational authority to deliver key public health targets.
* To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health for Durham County Council eg, overview and scrutiny committees, Cabinet, Health and Wellbeing Board, CCG Governing Bodies.
* To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

**Leadership and collaborative working for health**

* To take a lead role on behalf of DCC in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non- statutory, voluntary and private sectors and by taking a public health role with a designated area action partnership. This requires the ability to work cross-directorate and across other agencies, voluntary organisations, community members and elected members.
* To work with primary care professionals and community staff to raise awareness of their public health role.
* To lead on the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets.
* To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.

**DEFINED COMPETENCY AREAS**

**Health Improvement**

* To be responsible for designated areas of health improvement programmes, public health surveillance or population screening or geographical areas.
* To take a leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
* To provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

**Health Protection**

* To take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health.
* To communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.
* To provide assurance to the Director of Public Heath on the delivery of health protection programmes specifically immunisations and relevant screening programmes.

**Service Improvement**

* To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances provide highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health.
* To be responsible for the implementation of National Service Frameworks. NICE or equivalent national standards/guidance and frameworks.
* To provide public health expertise to relevant clinical networks as required.
* To lead on appropriate audits.

**Public Health Intelligence**

* To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
* To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.
* To lead on, plan and design agreed aspects of the strategic assessment of health needs, health inequalities and health impact assessment, to identify areas for action within the local population based on the best available evidence and to be responsible for short and long term planning and for providing advice on the treatment of groups and populations.
* To work with the knowledge and intelligence team in PHE and other organisations to strengthen local, regional and national public health intelligence and information capacity.

**Academic Public Health/Research and Development**

* To undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service and reduce health inequalities.
* To further develop links with local universities and Public Health England to ensure the work of the organisation is based on a sound research and evidence base.
* To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including the Council and the voluntary sector;  by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health.

The job description will be subject to review in consultation with the post holder and in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

*Medically qualified members of the public health team are expected to play certain roles in medical leadership, in relationships with the medical profession and in bringing a medical perspective to public health advice. A medically qualified holder of this post would be expected to share these roles with other medically qualified members of the team.*