 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate: Adults and Health</b>		<b>Service Area: Public Health</b>	
<b>JOB TITLE: Consultant in Public Health</b>			
<b>GRADE: SM 1</b>			
<b>REPORTING/ TO: Director of Public Health</b>			
<b>1.</b>	<p><b>JOB SUMMARY:</b> The post-holder will be responsible for the day to day management of the Public Health Service and will deputise for the Director of Public Health across the whole of the Director of Public Health responsibilities. The post will operate at a senior level across the three key domains of Public Health practice (Health Improvement, Health Care Public Health and Health Protection), working to the DPH.</p> <p>The post-holder will be expected to be able to cope with multiple and changing demands and to meet tight deadlines. A high level of intellectual rigour, political awareness, negotiation and motivation skills and flexibility are required. The post-holder will deal with complex public health issues, advise the Health and Wellbeing Board and make recommendations regarding services, patient care and wider determinants of health. A high level of tact, diplomacy and leadership is required, as are an ability to challenge and advocate to enable effective working across organisational boundaries and to influence without direct authority.</p>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	Responsible, in conjunction with the DPH, for development, implementation and delivery of national, regional and local policies, developing inter-agency and inter-disciplinary strategic plans and programmes, with delegated authority to deliver key public health targets.	
	2.	Ensure effective mechanisms for establishing and monitoring high standards and effectiveness of all aspects of relevant service provision (in the context of this post, service provision covers the supply of professional advice internally and externally) and commissioned public health services.	
	3.	Provide strategic management and professional advice to the Council and its structures, on all matters of health strategy and policy. Ensure that these are integrated with Corporate and partner agencies' strategies.	
	4.	Provide strategic leadership and oversight to a range of key public health priorities across the lifecourse and across settings to support communities at local level, and including working across partners and with NHS colleagues as part of the developing ICS system.	
	5.	Working to the DPH, provide leadership and support (including being an authorised signatory and delegated budget holder) to management of and delivery against the Public Health grant (approx. £14 million).	
	6.	Support the DPH in delivery of their statutory responsibilities, including the Health Protection function and deputise for the DPH as required.	

	7.	Deploy highly developed influencing, negotiating and change management skills to work across the Local Authority and partners in achieving Public Health outcomes and advocating for a population-based approach.
	8.	Provide 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, voluntary organisations, etc. The post holder will provide Public Health leadership to the commissioning of Public Health services.
	9.	Utilise information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data to support the work of the health and wellbeing board, health scrutiny, core offer, performance management etc.
	10	Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of public health related strategies, policies and practices.
	11	Commission research, audits/projects and translate research findings into public health practice.
	12	Manage and provide strategic direction to public health staff working in the service and provide support to Public Health specialty registrars placed at SBC. Provide appropriate professional supervision and promote the support and development of staff through appraisal, training and development programmes.
	13	Determine the most effective deployment of resources (human, physical and financial) within the Public Health Service, to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
	14	Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of its responsibilities, particularly its Public Health activities.
	15	Deliver Public Health leadership and input to the Individual Funding Request panel work for Stockton Borough Council.
	16	Fulfil the Core Public Health competencies
	17	Any other duties consistent with the nature, level and grade of the post as may be assigned by the DPH.

#### 4. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of SM 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        November 2021**

## PERSON SPECIFICATION

Job Title/Grade	<b>Consultant in Public Health/ SM</b>	
Directorate / Service Area	<b>Adults and Health</b>	Public Health
Post Ref:		

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<p>Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists</p> <p>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</p> <p>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</p> <p>Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body</p>	Member of the Faculty of Public Health (MFPH) by examination, by exemption or by assessment	Application form

Experience	<p>Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity</p> <p>Successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation</p> <p>A demonstrable track record of leading and managing at a high level, multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners</p> <p>Project management skills</p> <p>Staff management and training</p> <p>Extensive experience and demonstrable success in facilitating organisational and cultural change and of securing the support of others in the process</p> <p>Extensive experience of financial and corporate management within a comparable organisation</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p> <p>Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media</p>	<p>Scientific publications, presentation of papers at conferences, seminars etc.</p> <p>Training and mentoring skills</p>	Application / Interview
Knowledge and Skills	<p><b><u>Knowledge</u></b></p> <p>High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation</p> <p>Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues</p> <p>Understanding of NHS and local government cultures, structures and policies</p>		


	<p>Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or Public Health practice</p> <p>Understanding of social and political environment</p> <p>Understanding of local authorities and social services and the interfaces between health and social care</p> <p><b><u>Skills</u></b></p> <p>Strategic thinker with proven leadership skills</p> <p>Outstanding interpersonal and communication skills to relate effectively to, and command the respect trust and confidence of employees, Council Members, the community and other stakeholders (including the media)</p> <p>Effective interpersonal, motivational and influencing skills</p> <p>Ability to respond appropriately in unplanned and unforeseen circumstances</p> <p>Good presentational skills (oral and written)</p> <p>Sensible negotiator with practical expectation of what can be achieved</p> <p>Substantially numerate, with highly developed analytical skills using qualitative and quantitative data</p> <p>Financial and commercial awareness, with an excellent aptitude for developing innovative solutions to complex problems</p> <p>IT skills and awareness</p> <p>Ability to design, develop, interpret and implement policies</p> <p>Ability to concentrate for long periods (e.g. analyses, media presentations)</p> <p>Resource management skills</p>		
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<p>Specific behaviours relevant to the post</p>	<p>Able to inspire, motivate, and enthuse and lead public health services with high levels of energy, stamina and resilience</p> <p>Strong commitment to public health principles</p> <p>Able to prioritise work, and work well against a background of change and uncertainty</p> <p>Adaptable to situations, able to handle people of all capabilities and attitudes</p> <p>Commitment to team-working, and respect and consideration for the skills of others</p> <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner</p> <p>Self-motivated, pro-active, and innovative</p> <p>High standards of professional probity</p> <p>Personality, conduct and credibility that can engage and command the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders</p> <p>Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</p> <p>Commitment to own continuous personal and professional development in accordance with Faculty of Public Health requirements or other recognised body; undertake professional appraisal; 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</p> <p>Fully committed to the principles and values underpinning the Council</p> <p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p>		<p>Application / Interview</p>
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Other requirements			
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**Person Specification dated            November 2016**



 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> <b>ADULTS &amp; HEALTH</b>	<b>SERVICE AREA: PUBLIC HEALTH</b>
<b>JOB TITLE: CONSULTANT IN PUBLIC HEALTH</b>	
<b>GRADE: SM1</b>	
<b>REPORTING TO: DIRECTOR OF PUBLIC HEALTH</b>	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	NO
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	NO
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	NO
Is required to drive an HGV/LGV/PCV/Minibus	NO
Is required to undertake agriculture, horticulture or gardening work	NO
At risk from noise that might affect an employee's health (will be required to wear ear protection)	NO
Will be exposed to vibration likely to be above the exposure action level.	NO
Is exposed to hazardous substances as detailed in Appendix 1	NO
Is likely to be exposed to asbestos	NO
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	NO
May be exposed to lead or lead based products	NO
Will handle food	NO
Will require a health assessment for regular night working	NO
Will be required to undertake the Display screen equipment training	NO
Other known risks – please detail	NONE
No known risks associated with this role	NONE

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:



Date: 13.01.2022

## Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health Register (UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is in progress as follows:

### 1. Applicants in training grades

Public health Specialist Registrars and Specialist Trainees in a recognised UK public health training scheme must provide evidence to confirm that they are within **SIX** months of award of their certificate of completion of training (CCT) and inclusion in the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR at the date of interview (i.e. the expected date of award of their CCT must fall no more than six months after the date of interview). *Please note that from January 2005 in England, May 2005 in Scotland and November 2005 in Northern Ireland and Wales, this period has been extended from the three months required previously.* The documentary evidence should be:

**Either** a RITA Form G (Final Record of Satisfactory Progress) **or** a letter from the postgraduate dean (or Faculty Adviser) specifying the expected date for completion of training (which must be not more than six months after the date of interview).

### 2. Applicants in non training grades

#### 2.1 Doctors (i.e. medical practitioners)

Doctors outside recognised UK public health training schemes fall into a number of categories:

- those who have trained outside the UK, who may have specialist training and qualifications which they are seeking to have recognised by the Postgraduate Medical Education & Training Board (PMETB) in order to gain registration with the GMC: these doctors may be shortlisted according to the following 2005 guidance from the Department of Health and Scottish Executive which indicates that *There will be some instances (for example when considering applicants trained outside the UK) where an AAC may choose to interview a candidate prior to [GMC] Specialist Register entry. In these circumstances, it will wish to be satisfied that subsequent Specialist Register entry is likely.* **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the PMETB which is eligible for consideration at the time of application (for shortlisting).**
- those who have not completed specialist training in the UK who are seeking entry to the GMC Specialist Register through Article 14 of the European Specialist Medical Qualifications Order (ESMQO), which allows the PMETB to consider not only training but also relevant experience: these doctors may have trained in or outside of the UK. **Again, employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the PMETB which is eligible for consideration at the time of application (for shortlisting).**

#### 2.2 Applicants from a background other than medicine

- Other than trainees (see 1 above), applicants from a background other than medicine would normally be expected to have gained full registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. **Suitable evidence will be a letter from the UKPHR acknowledging receipt of the portfolio application.**
- Other than trainees (see 1 above), applicants from a background in public health dentistry must be included in the GDC Specialist List in dental public health. However, those who can demonstrate that they have submitted an application for inclusion on the GDC specialist list in public health dentistry may be considered for shortlisting. **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GDC which is eligible for consideration at the time of application (for shortlisting).**

**Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers.**

**The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts**

*including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.*