**JOB DESCRIPTION**

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| **POST TITLE:** | Public Health Officer |
| **GRADE** | 11 |
| **DIVISION / UNIT** | Public Health Division, Healthy Adults |
| **DEPARTMENT** | Children’s and Adults’ Services |
| **REPORTS TO:** | Head of Programme |

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| **PURPOSE OF THE JOB** |

To provide public health advice and support to other members of the team across the broad spectrum of public health, and have a major input into work on the development of public health programmes and projects. The post will support the equitable, and evidence-based, delivery of Council, NHS and other services to the Southwark population to promote better health and wellbeing and to reduce health inequalities.

To take a strategic lead on major, specific areas of work identified within key public health programmes and/or lead responsibility for managing the development, implementation and evaluation of projects, programmes and other areas of work, working to the relevant responsible Head of Programme and Consultant in Public Health.

Work with services and other partner organisations to help build public health capacity and capability and support the design, implementation and evaluation of services, programmes and pathways.

Critically appraise evidence from a range of sources, make recommendations and take actions to implement, based on a sound and thorough understanding and analysis of the evidence base, information and data.

Responsible for creating and sustaining good working relationships in support of developing and delivery of key public health outcomes, within the Council, the NHS, South East London Integrated Commissioning Board (SEL ICB), Partnership Southwark, Community and Voluntary Sector and other relevant partners, and commissioned service providers.

Take a lead on specific pieces of work and topic areas as well as supporting others. These areas of responsibility and work will change over time as projects come to an end, the needs of the Department and Council change and to achieve broad experience in public health practice in line with agreed personal and professional development goals.

The post provides the opportunity to gain a broad experience of public health functions for those wishing to develop a formal career in public health.

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| **PRINCIPAL ACCOUNTABILITIES** |

**Responsibilities**

1. To take a strategic lead on specific areas of public health work, supporting high quality commissioning, developing the public health capacity and capability of the council and services, and/or leading on health needs analysis and improvement, as required by the specific lead areas.
2. To support the delivery of identified key targets, service improvements and strategic planning on behalf of the department.
3. To work with other leads in public health to co-ordinate planning and action on cross-cutting work, such as maternity and children and young people, older people and adults, tobacco & smoking, obesity, physical activity, mental health and wellbeing, vascular risk reduction and sexual health.
4. To appropriately receive, log, handle and store confidential data in line with information governance principals in place within the Public Health division and council. Provide support to the pandemic response, including logging of information, taking action to control risks, providing advice and interpreting guidance.
5. To demonstrate in depth knowledge of public health evidence base that informs regional and local programme delivery and health and wellbeing policies and procedures.
6. To support the development and production and completion of public health reports and programmes, as well as contributing to other plans to address health inequalities, including writing, collating and/or editing chapters and reports. Demonstrate highly developed interpretation and report writing skills and the ability to explain complex information in simple terms to a variety of audiences in a range of formats, including meetings, presentations and conferences.
7. To collate, analyse and interpret key public health data, information and evidence, to profile health needs and status of the population in Southwark and to identify priorities and trajectories for improvement. Use data and intelligence from other agencies and information providers relevant to public health in order to develop their usefulness for the local promotion and protection of health and reduction of health inequalities.
8. To undertake literature reviews and other searches, critically appraise the evidence, and present sound evidence-based summaries and actionable recommendations as part of the development, implementation and assessment of policies, programmes and strategies to improve health and wellbeing and/or address health inequalities. Present reports of review of evidence and analysis in a variety of written, verbal and presentational formats designed to meet a range of purposes and accessible to a variety of audiences.
9. To contribute to the development, delivery and evaluation of public health programmes within the public health directorate and to a range of other partners, including NHS partners, Community and Voluntary sector partners, clinical networks and the sector public health network
10. To contribute to the commissioning of high quality services by undertaking the assessment of health status and health needs of the Southwark population, health equity audit and health impact assessments, as required, liaising with the local authority and academic partners as appropriate. Understand the complexities of the commissioning cycle and contribute at various points within the commissioning cycle, where appropriate
11. To demonstrate high level project management skills, develop and manage specific projects and particular areas of work, as necessary, ensuring key milestones and deadlines are met. To manage a number of projects simultaneously, ensuring planning, organising and prioritising workload to meet project deadlines.
12. To contribute to managing, setting and monitoring the public health budget for the particular service area in association with the budget holder. Manage delegated budgets, as required, as part of lead areas of responsibility or as part of project work, keeping a record of all expenditure and monitoring expenditure against available budget.
13. The post holder may be required to support the division’s health protection function, including pandemic and emergency response.  They will contribute to the Public Health single-point-of-contact rota, which may require occasional weekend working should an incident escalate.

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| **JOB CONTEXT** |

The Public Health Division works to improve and protect the health and wellbeing of people living, working, learning and socialising in Southwark. We collaborate with a wide range of partners to enable healthy choices, reduce health inequalities and ensure services are delivered effectively, fairly and sustainably.

Public Health has three broad roles:

1. We are responsible for commissioning or funding a range of services and initiatives aimed at improving health and wellbeing in the borough, including:

* Sexual Health Services
* Health Visitors and School Nurses
* Drug & Alcohol Services
* NHS Health Checks
* A range of other health improvement initiatives e.g. Free Healthy School and Nursery Meals, exercise on referral and healthy weight initiatives

1. We also cover a large policy portfolio, providing strategic advice and guidance on matters relating to health and wellbeing, from suicide prevention through to sexual health, smoking cessation, immunisation and screening, health protection and healthy places (regeneration, transport systems, urban planning, culture & leisure).
2. A key part of our work is to understand the health of people in Southwark, and how this changes over time. We have experts within the team who gather, analyse and interpret information that informs what we do; as well as influencing the decisions made by public health and our partners.

Within this context, our new business plan sets out six key priority areas that will guide the work of the Public Health Division in the medium term:

1. COVID-19 response and prevention
2. Tackling inequalities
3. Building back fairer
4. Building strong relationships
5. Protecting the health of residents
6. Investing in our staff

Our priorities are informed by the Council vision of a Fairer Future for all residents, and each contribute to the eight commitments re-affirmed in November 2020.

The role of Public Health Policy Officer is responsible for leading on selected topic areas within the division and major pieces of work and projects, reporting to the responsible Head of Programme or Consultant in Public Health.

The post holder may be required to support the division’s health protection function, including pandemic and emergency response.  They will contribute to the Public Health single-point-of-contact rota, which may require occasional weekend working should an incident escalate

Grade: 11

Conditions of Service:

36 hours per week including some out of hours working when required.

Expectation of working outside of normal working hours for example to attend Cabinet, Community Council or other stakeholder meetings

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**PERSON SPECIFICATION**

The person specification is a picture of the essential skills, knowledge and experience required to carry out the job.

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| **Knowledge, including educational qualifications:** | **How assessed (S/ I/ T)** |
| Educated in a suitable postgraduate qualification in public health, health or equivalent. | S |
| An understanding of health services, social care and health protection. | S |
| An understanding of Council commissioning, demonstrated by an ability to describe the complexities of the commissioning cycle and public health’s role within this. | I |
| Awareness of staff management in accordance with corporate policies, demonstrated by an understanding of human resources policies and management strategies. | I |
| An understanding of the health protection function of local authorities | I |
| **Experience:** | |
| Experience of undertaking evaluations to effectively measure the outcome and benefit of public health interventions. | S |
| Proven experience of conducting health needs assessment through the collation, analysis and interpretation of key public health data, information and evidence. | I |
| Proven experience of using project management skills and knowledge of public health methodology to develop, implement and assess policies, programmes and strategies to improve health and wellbeing and/or address health inequalities. | S/I |
| **Aptitudes, Skills & Competencies:** | |
| The ability to work with a range of health, Council and other partners, using public health intelligence and negotiation skills to agree and develop evidence-based and locally appropriate innovative ways of working. | S/I |
| High standard of communication and report writing skills, demonstrated by the ability to present complex oral and written information, in a variety of formats to a variety of audiences. | I |
| Good time management and prioritisation skills, demonstrated by the ability to use own initiative to manage a number of projects simultaneously, ensuring planning, organising and prioritising work load to meet project deadlines. | S/I |
| Ability to analyse, interpret and synthesize complex information, including epidemiological data, from a number of sources. | I/T |
| **Special Conditions of Recruitment:** | |
| Comply with and promote the Council’s Equal opportunities policy | |

**Key: S =** Shortlisting criteria **I =** Evaluated at interview **T =** Subject to test