

JOB DESCRIPTION

Job Title:	Post No:	Grade:
Public Health Programme Lead		HC10
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing	Public Health	Plough Lane/Remote working
Organisational information:		
<p>Responsible to:</p> <p>Public Health Specialist / Public Health Consultant</p> <p>Professionally responsible to: (where appropriate)</p>		
Quantifiable measures relating to the post:		
<i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
<p>Responsible for:</p> <p>Responsible for the development and implementation of key public health programmes, strategies and commissioning portfolio's which deliver a range of universal and targeted services to promote health and wellbeing and tackle health inequalities</p>		
Key relationships/functional links with:		
<i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
<p>Internal:</p> <p>Managers and staff at all levels across the council and in particular within Community Wellbeing Directorate, working closely with All Age Commissioning, Children and Families and Economy and Environment Directorates and council members including cabinet members.</p> <p>External:</p> <p>Voluntary and community organisations across all sectors throughout Herefordshire, such as Herefordshire and Worcestershire Integrated Care Board, Wye Valley NHS Trust, Herefordshire and Worcestershire Health and Care Trust, contracted providers, as well as regional and national bodies such as OHID and UKHSA, West Mercia Police, Office of the West Mercia Police and Crime Commissioner etc and professional bodies and networks.</p>		
Main Purpose of Job:		
<p>The Public Health Programme Manager will be responsible for the development and management of programmes across the domains of public health. This will involve supporting Consultants in Public Health or Public Health Specialist to lead on key public health programmes and providing specialist public health input and advice internally within the council and externally with partners as part of the 'Core Offer'. The role will lead on the commissioning and redesign of key public health services for relevant topic areas working with partners to drive</p>		

improvements in population health and reduce inequalities across the life course. The role will also work internally across the council to influence the wider determinants of health and ensure high quality public health input.

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

- Lead on key areas of public health work across the domains of public health e.g. health improvement, health care public health, health protection
- To be accountable to the Consultant's in Public Health/Public Health Specialist, for the development, delivery and management of specific programmes and project work assigned;
- Within the postholder's portfolio support the development of evidence-based strategies, action plans or business cases to meet local health needs, including the commissioning and contract management of services
- Undertake commissioning and recommissioning of contracted services, ensuring compliance with appropriate procurement process, Quality Assurance frameworks and contract procedure rules.
- To be responsible for project/programme management, delivery and coordination of cross directorate/local authorities, complex projects as part of Herefordshire's Public health Team to ensure successful implementation and impact.
- Ensuring that there are there effective systems for project management in place to support the delivery of programmes and ensure objectives are met. This will require developing and monitoring of appropriate performance indicators and outcome measures.
- To obtain, analyse and use reliable sources of public health information and evidence, including epidemiology data – to inform programmes/project and help determine priorities for local action, assisting in the understanding of local population need.
- Demonstrate the ability to build relationship, working with voluntary and local communities, colleagues and partners within and across local authorities as required.
- To keep informed of all policy and legislation related to programmes of work and those relevant to the public health and work with partners to ensure that policy is implemented to continue protecting the health of residents.
- Provide advice and guidance to members of the Local authority staff on the appropriate use and interpretation of statistical and epidemiological analyses related to Public Health topics - this includes having the ability to communicate and explain complex data clearly and accurately, enabling diverse audiences to understand the key messages.
- Write and present regular specialist public health reports, briefings, dashboards and updates, including complex data from multiple sources to a variety of audiences including the Health and Wellbeing Board, community meetings, politicians and senior management and clinicians from partner organisations.
- To line manage health improvement co-ordinators as required, including provision of day-to-day management, professional development, performance management.
- Evaluate the impact of projects and ensure that any relevant learning is incorporated into future programme delivery.
- Undertake or contribute to research and development activities as a requirement of the job.
- To interpret legislative information and to be actively involved with the drafting, revision and updating of departmental service plans, policies, protocols and procedures as required.
- Undertake professional development activities, including in-house training, conferences and workshops and other agreed activities.
- Provide expert advice and analysis to senior managers, cabinet members, councillors and key partners in relation to public health
- Providing support, guidance and advice to colleagues and partner organisations on health protection and health improvement activities to ensure best practice and achievement of outcomes.
- To have detailed knowledge of public health outcomes and evidence based interventions to achieve public health outcomes.
- Ensure providers implement evidence based, value for money commissioned local health

improvement services and programmes, providing information and guidance on best practice and cost effectiveness.

- Design, advise, and implement monitoring and evaluation mechanisms. Be responsible for the assessment of the impact of specifications for health protection and improvement activity and activity, services and programmes on health improvement and behaviour change.
- Coordinate the smooth passage of decision, strategies and plans through the council's governance processes as required

DATA QUALITY

Council Managers (including supervisors and team leaders)

Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Job Activities:

- To support through sharing of evidence based practice, particularly to support colleagues to understand how public health outcomes can be integrated in delivery of work in their area of practice.
- Commission interventions for population health improvement including (but not limited to): NHS Health Checks, brief intervention in a range of health topic areas, lifestyle behavioural change services for smoking, drugs and alcohol, oral health, sexual health, healthy diet and physical activity, public health nursing
- Providing support, guidance and advice to colleagues and partner organisations on health protection and/or health improvement activities to ensure best practice and achievement of outcomes.
- Contribute to new service developments and commissioning of these within own areas of work to ensure cost-effectiveness and maximum outcomes.
- Liaise with a range of external agencies including providers/potential providers of health protection and health improvement services such as General Practices, Pharmacies, providers, community organisations, employers and workplaces with the aim of influencing and enabling them to improve health outcomes.
- Work with the intelligence unit, all age commissioning and NHS to undertake health needs assessment to identify local needs of different population groups concerning healthy lifestyles, analysing and evaluating data and assessing different approaches.
- Use a range of health promotion and development methods to increase capability and capacity amongst providers and other people (developing the wider workforce).
- Design monitoring systems and support providers to use monitoring systems effectively to measure outcomes.
- Use a range of data to analyse the effectiveness of provision of health improvement activity, services and programmes within work remit to support commissioning and identify provider needs.
- Contribute to project management of activities and work programmes.
- Contribute to costing of services and programmes to support economic evaluation
- Produce frequent activity report and internal documents and occasionally produce information for publication to support the Health and Wellbeing Service.
- Undertake redesign of services and pathways across the Council, NHS community organisations

- Draft decision papers and documents required to support procurement, governance and contractual processes.
- Liaise with governance services, legal and commercial services
- Initiate and support procurement processes for relevant contracted services.
- Monitor the performance of commissioned provider services and identify, respond to and intervene where there is risk of service or provider failure or risk to vulnerable people.

Other information: (RED text may not be relevant to the post. If not, then delete. If it is relevant, then change the text to black.)

1. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.
2. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
3. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
4. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
5. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
6. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Date Job Description last reviewed:	
February 2023	