



Public Health
England

Job Description

Job title	Public Health Practitioner (Apprenticeship)
Directorate	Centres and Regions
Pay band	CS Grade EO
Managerial Accountability	Line Manager
Professional Accountability	To the relevant registering/regulatory body
Base/location	Place/Region With regular travel within the geographical area of responsibility and travel elsewhere/nationally as maybe required by the post
Hours per week	37.5 PW (Candidates for part-time, job share, or flexible working will be considered). 20% of this time reserved from 'off-the-job' training
Job type	Fixed term

INTRODUCTION

Public Health England (PHE) provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. PHE is an executive agency of the Department of Health. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

PHE Centres have a key role in developing and maintaining relationships with local authorities, local resilience fora, NHS commissioners and the providers of public health services from the public, third and independent sector to support and influence the delivery of improved outcomes for the public's health. Integrating the different public health disciplines, providing effective services and support for health protection, health improvement and health care public health with a focus on reducing health inequalities, PHE Centres provide a single point of access to the full range of PHE's specialist skills and knowledge. PHE Centres enable a flexible approach to service and support provision, within a nationally consistent framework.

The new PHE Centres focus on a delivery model where staff work as part of multiple teams including place based teams, programme teams and functional teams. The place based approach supports local partners, particularly Local Authorities, across the 3 domains of Public Health, ensuring that local priorities and challenges are understood, that key relationships are fostered and that partners can access appropriate PHE expertise. It is recognised that staff will require support to establish this way of working.

The PHE Centre's integrated business support function will deliver a service to all the teams in the

Centre and will be key to supporting the implementation of the new model.

Key generic skills for all staff groups working at PHEC level include:

- Leading and communicating - with clarity, conviction and enthusiasm
- Collaborating and partnering - professional and trusting working relationships with a wide range of people
- Building capability for all - strong focus on continuous learning for oneself, others and the organisation. All staff have a role as a local advocate for public health and their PHEC
- Additional skills such a delivery through others, influencing skills, knowledge transfer, supporting evidence into practice and leadership and influencing skills will be supported for all workforces in the PHE Centre and included where relevant into staff Personal Development Plans (PDPs)

If required, and where this does not fundamentally change the role or level of working, the necessary training and development will be provided to take on work in a new area or theme to meet the business requirements of the Centre.

PHE PEOPLE CHARTER

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we have developed the PHE People Charter which outlines the values and behaviours expected.

Our behaviours that underpin our values are to **COMMUNICATE** openly, honestly and clearly, **ACHIEVE TOGETHER**, working towards PHE's objectives, **RESPECT** each other and treat colleagues and customers how we would wish to be treated and **EXCEL** by providing an excellent service, leading by example and driving personal development.

Please refer to full PHE People Charter.

JOB CONTEXT

PHEs local Health Protection teams provide a central part of how PHE works with partners to deliver its first function to protect the public's health. They deliver this through a range of core functions including surveillance and monitoring, operational support and advice, education, training and research.

Will undergo a programme of on-going development and education to build on existing knowledge and develop skills to provide specialist health protection advice and meet competencies required to undertake the role.

JOB SUMMARY

The post holder will be part of the multi-disciplinary team providing the day-to-day health protection function, including the management of infectious and environmental hazards and supporting response to major incidents.

The post is an entry level Health Protection development post and as such will develop specialist knowledge and skills to undertake case management, liaise with, and provide health protection advice and response across a range of partner organisations, professionals and the public.

The post holder will undergo a programme of on-going development and education to build on existing knowledge and develop skills to provide specialist health protection advice and meet competencies required to undertake the role.

MAIN DUTIES AND RESPONSIBILITIES

HEALTH PROTECTION

Protect the public from environmental hazards, communicable disease, and other health risks, while addressing inequalities in risk exposure and outcomes, duties include:

1. Under supervision and mentorship, contribute to the day to day running of the acute response function to ensure high quality, safe and effective delivery of the health protection service.
2. Provide first point of contact for specialist knowledge, support and advice to health professionals on health protection matters.
3. Undertake initial assessment and management of routine acute response work and non-complex incidents.
4. Escalate and refer challenging or complex incidents and outbreaks of infectious diseases and non-infectious environmental hazards to senior manager as appropriate.
5. Maintain accurate, up to date records of contacts/action by completion of relevant records and compliance with team handover procedures, in line with PHE's standards for record keeping.
6. To utilise an evidence based approach to manage clinical/professional advice and discussions within the team, seeking senior advice as/when appropriate.
7. Contribute to the PHE response during incidents in line with PHEs Emergency Planning and Resilience Response (EPRR) arrangements as part of the Centre's responsibilities under the Civil Contingencies Act.
8. May be required to participate in a local on call rota at Centre or regional level as required.

HEALTH IMPROVEMENT & HEALTH CARE PUBLIC HEALTH

1. Develop, and contribute to a range of PHE and local priorities, applying relevant quality improvement, programme, project and change management methodologies appropriately to deliver agreed objectives
2. Measure, monitor and report population health and wellbeing; health needs, risks, and inequalities; and the use of services
3. Promote population and community health and wellbeing, addressing the wider determinants of health and health inequalities
4. Work with, and through national, regional and local, policies and strategies to improve health outcomes and reduce health inequalities at place and regional levels.
5. To support local commissioning to improve health outcomes and reduce health inequalities

SURVEILLANCE & DATA ANALYSIS

1. Contribute to the development and maintenance of effective systems for the surveillance of communicable disease and environmental hazards.
2. Contribute to the use of surveillance outputs to inform and influence local and national Public Health actions, policies and strategies.
3. Support identification and reporting of health needs, health inequalities and health impact assessment.
4. Access and use the evidence base, conduct research and provide informed advice to inform planning decisions.
5. Develop, utilise and disseminate information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data
6. Provide and interpret data, information and advice on evidence of best practice, effectiveness and

the cost-effectiveness of interventions to help with setting local priorities, producing business cases and reviewing progress against plans and indicators.

7. Analyse, interpret and present data to highlight issues, risks and support decision making

PARTNERSHIP WORKING

1. Through activities delegated and supported by line management, contribute to the development of effective relationships with a range of individuals and stakeholders.
2. To collaborate across agencies to audit, evaluate and re-design services and interventions to improve health outcomes and reduce health inequalities
3. Contribute to and support the development and implementation of initiatives for public health action and improvement.
4. Work within political and democratic systems and with a range of organisational cultures to improve health outcomes and reduce health inequalities

RESEARCH, TEACHING AND TRAINING

1. Contribute to research activity to complement the health protection evidence base.
2. Contribute to the development and delivery of teaching resources and activities across a range of audiences with support from senior manager as appropriate
3. Researching, preparing and delivering a range of reports and presentations and support materials.

MANAGEMENT AND LEADERSHIP

1. Provide leadership to drive improvement in health outcomes and the reduction of health inequalities
2. Work within ethical and professional boundaries while promoting population health and wellbeing, and addressing health inequalities
3. To act as role model adhering to team professional standards.
4. Contribute to and undertake audit as part of a wider programme of quality/service improvement activity across the PHE Centre.
5. Undertake projects on defined areas of work as agreed with the line manager.
6. Contribute to specified quality improvement and governance initiatives as agreed.
7. Ensure compliance with all confidentiality and governance requirements within the team.
8. Proactively contribute to wider organisational development.
9. Contribute to the strategic work of the locality/patch based health protection team
10. Contribute pro-actively to the development and testing of the Centre's business continuity plan.

PERSONAL AND PROFESSIONAL DEVELOPMENT

1. Participate in organisational and professional appraisal and revalidation as appropriate.
2. Pursue a programme of CPD, including statutory and mandatory training, in accordance with the relevant regulatory body and PHE requirements.
3. Agree individual clinical / professional supervision or mentorship arrangements with line manager.
4. Undergo a programme of on-going development and education to build on existing knowledge and develop skills to meet competencies required to undertake the role.
5. To undertake all key training and competency assessments to fulfil the requirements of the Apprenticeship standard undertaken in partnership with the training provider.

OTHER DUTIES

1. The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager.
2. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of PHE Centres and Regions.

COMMUNICATION AND KEY WORKING RELATIONSHIPS

To communicate with others to improve health outcomes and reduce health inequalities. Will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to PHE. communicate with others to improve health outcomes and reduce health inequalities

This will include:

Internal

- PHE Centre teams
- Other PHE divisions/directorates

External

- | | |
|--|----------------------------------|
| ▪ Local Authorities | • Healthcare Professionals |
| ▪ Care Homes | • Community and Voluntary Sector |
| ▪ Local Prisons | • Other Government Agencies |
| ▪ Local NHS, including commissioners and providers | |
| ▪ Local Resilience Fora and Local Health Resilience Partnerships | |
| ▪ Apprenticeship provider | |

ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

Appraisal

All staff are required to partake in a joint annual review of their work. The process is described in the Human Resources Handbook found on the PHE intranet page.

Code of conduct and revalidation process for professional qualified staff groups

All staff are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

Confidentiality and Data Protection Act

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to service users and staff.

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by PHE for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisation, unless expressly authorised to do so by the organisation.

Conflict of interests

PHE employees must not engage in outside employment that conflicts with their PHE work, or is detrimental to it. In accordance with PHE's Conflict of Interest policy, you must inform your manager if there is the possibility of a conflict of interest and register the interest where appropriate.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to PHE. You must register such interests with PHE, either on appointment or whenever such interests are acquired. You should not engage in these activities without the written consent of PHE which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your PHE duties

Data Management

If you line manage staff and one of those staff members is a „system owner“ of a PHE database, you will become the new system owner if that member of staff leaves the organisation and no other measures have been put in place and documented.

Diversity

You are at all times required to carry out your responsibilities with due regard to the organisation's diversity policy and to ensure that staff receive equal treatment throughout their employment with PHE.

Emergency Response

As a Category 1 responder, under the Civil Contingencies Act, 2004, PHE has a set of civil protection responsibilities which it must fulfil in the response to any emergency or major incident. You will be expected to contribute to the preparedness for and response to major incidents and emergencies (as defined in the PHE Concept of Operations) as required.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of PHEs health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and staff training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All staff must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (if applicable)

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands and final warnings, as well as convictions if applicable.

All staff must be familiar with and adhere to the PHE child protection and safeguarding adult and children policies and procedures. Staff must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All staff are required to attend child protection and safeguarding adult's awareness training, additional training and supervision regarding child protection relevant to their position and role.

Person specification

Description	Essential	Desirable	Assessment
Qualification			
Must achieve a minimum of at least 2 'A' levels. (At least two A-levels or equivalent qualifications at level 3) or demonstrable equivalent experience	√		A/I/C
Knowledge and experience			
An understanding of and ability to work under the current Health and Social Care Act (e.g. safe guarding vulnerable adults; data protection, information governance)		√	A/I
Experience of networking and collaborative multi-agency work		√	A/I
Experience of community development or work in a community or neighbourhood setting (paid or unpaid)		√	A/I
Able to work with and relate to a range of partners from diverse agencies and backgrounds		√	A/I
Knowledge of the principles of protecting and improving public health	√		A/I
Skills and capabilities			
Effective verbal and written communication skills including report writing and presentations	√		A/I
Ability to work independently, manage and prioritise own workload and cope with competing demands	√		A/I
Ability to problem solve whilst working in an unpredictable environment, often under pressure and to tight timescales	√		A/I
Ability to analyse and interpret information in an effective manner to recommend an appropriate course of action to address the issue(s)	√		A/I
An awareness of Quality and Governance frameworks		√	A/I
Proficient in the use of Microsoft Office including Word, and Excel	√		A/I
Evidence of ongoing CPD and committed to self-development	√		A/I
Equality and diversity			

An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, and in relation to management systems	√		I
<p>*Assessment will take place with reference to the following information</p> <p>A = Application form I = Interview C = Certificate T = Test</p>			