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| **Post title:** | Public Health Officer |
| **Grade:** | L |
| **Responsible to:** | Public Health Manager |
| **Staff managed:** | None |
| **Directorate:** | Health and Adult Services |
| **Service:** | Public Health and Engagement |
| **Job family:** | **C&S - Care & Support** |
| **Date of issue:** | March 2022 (Reformatted October 2023) |

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| Job context |
| * This post will support the Public Health team to ensure that the portfolio of tasks/projects is planned, managed, and delivered effectively. * The post holder will be a key member of the Public Health team as well as supporting effective communication and stakeholder management, both internally and externally. |

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| Operational management: | * To lead the development, delivery, monitoring and evaluation of a range of multi-agency public health programmes in line with national and local policies. * To be the lead Public Health Officer for defined areas of work, develop deliver, monitor, and evaluate a range of multi-agency public health programmes in line with national and local policies. * To work autonomously within own levels of expertise and authority taking responsibility to seek expert advice when appropriate. * To perform any other duties required by the line manager commensurate with grade. |
| Resource management: | * To monitor project budgets as appropriate. |
| Partnerships: | * Establish and maintain constructive relationships with a broad range of internal and external stakeholders, including the NHS and voluntary and community sector * To raise awareness of the public health agenda through delivering presentations and workshops to a wide range of audiences * To participate and contribute to an internal PH Directorate programme of CPD. * To contribute to the development of public health skills and knowledge internally and externally by offering advice, information, and consultancy. * Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice to the teams. * To design and deliver presentations and workshops on range of public health issues to a range of staff. * To participate in the annual Individual Performance Review and Development process. * To attend relevant professional meetings and conferences, when possible. * The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. * The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture, and values. |
| Strategic management: | * Undertake needs assessments and health equity audits to inform the commissioning and delivery of services and facilitate community development approaches to addressing health inequalities. * To lead multi-agency groups to enable the development and delivery of health and well-being projects, policies, and programmes which impact within local communities and across a large number of community groups and areas. * To liaise with all functions of North Yorkshire Council e.g., commissioning, performance, and practice-based consortia (or equivalent) to ensure engagement and delivery of the public health agenda. * To ensure effective community/public involvement takes place with regard to programmes of work being developed. * To represent the Public Health Directorate at key partnership/ stakeholder groups as identified. * To participate in developing new ways of working and implementing projects. * To utilise information management systems e.g., computer software to collate and compile records and to convey information, e.g., newsletters, reports, leaflets, and educational materials * Create a range of publications using desk top publishing/other software, requiring adjustment and manipulation of information / produce reports, public health information materials; develops and maintains health improvement directories. |
| Communications: | * Provide relevant and timely specialist advice and guidance on public health matters relating to specific projects * Work with members of the team and key stakeholders to investigate the causes of any variance from plans/targets and contribute to the implementation of solutions * Support the development of internal and external communications where required by regular contact with the teams, stakeholders, and communications team * Responsible for the preparation of correspondence and complex papers, as directed by the manager |
| Systems and information: | * To undertake needs assessments, audits, evaluations and monitoring as required * To assess the effectiveness of public health initiatives through the analysis of data * To be aware of and disseminate relevant practice developments/research findings to facilitate evidenced based practice * To participate in the identification and undertaking of research, as well as the application of research to practice. * To analyse and evaluate health data and effectiveness of public health initiatives and programmes. Identifies and assess alternative approaches and the required resources * Contribute to the information management of performance, taking a lead for specific Public Health projects. * To comply with the Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Knowledge of community development approaches and interventions * Knowledge of needs assessment and health equity audit * Knowledge of the public health field including behaviour change models, epidemiology, research methodology and the evidence base relating to health improvement interventions * Good understanding and knowledge of the wider determinants of health and the role local government and other agencies play in the health and well-being agenda * Good understanding and knowledge of national and local public health agenda * Experience of developing and delivering projects and programmes. * Experience of interagency and partnership working * Experience of working with communities and the voluntary sector * Experience of delivering presentations and workshops * Experience of community involvement and engagement * Experience of undertaking needs assessments – design, methods and data interpretation and analysis * Practical experience of using IT systems. * Evidence of conducting evaluation. * Experience of translating national policy and guidance into local action * Experience of chairing groups | * Specialist knowledge of and experience in the identified portfolio areas * Experience of health equity audit * Experience of conducting public health audits |
| Occupational Skills   * Good project management and organisational skills. * Good verbal communication and interpersonal skills. * Excellent report writing skills * Good training and presentation skills * IT skills and ability to use a range of software packages * Ability to motivate people from diverse backgrounds and organisational levels * Ability to demonstrate a flexible approach to problem solving |  |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Knowledge of public health/health promotion acquired through a relevant degree, or evidenced via substantial experience of working in a public health/health promotion field of work | * Evidence of continuing professional development to supplement specialist public health knowledge acquired through training, extended courses, and experience to post graduate diploma level. |
| Other Requirements   * Ability to travel across the County * Ability to work outside of working hours when necessary and by agreement |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.