

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION QUESTIONNAIRE**

<b>Job Title:</b>	Public Health Programme Manager – Starting Well
<b>Reports to:</b>	Consultant in Public Health
<b>Department:</b>	Public Health
<b>Section:</b>	Commissioning
<b>Date written:</b>	12 <sup>th</sup> August 2019

#### **Purpose of the Job**

The public health programme manager will be a member of the public health department. They will play a key part in improving the health of the population of Brighton & Hove, specifically children and young people. This will involve working in an integrated way with colleagues in the council's Families, Children and Learning Directorate, schools and the Clinical Commissioning Group as well as other council directorates, NHS, public sector, business and third sector organisations, including local communities in Brighton & Hove.

#### **Principal Accountabilities**

1. Lead the development of long-term strategies and delivery plans for health improvement for children and young people across the local health and social care economy in line with priorities in strategic commissioning plans, the local programme to integrate health and social care, national guidance and evidence-based practice. Identify and consider potential risks that may impact on the delivery of plans. Put in place mitigation measures to reduce risks.
2. Lead the development of the "Starting Well" public health programme to improve the health and wellbeing of children and young people as part of the Brighton & Hove Joint Health and Wellbeing Strategy. To include a comprehensive and strategic approach to delivering prevention across communities, services and settings, including influencing the wider determinants of health.
3. Lead the planning, commissioning, monitoring and evaluation of designated universal and targeted interventions, including clinically-led services and school based public health programmes, (ensuring quality standards and identifying associated risk management measures). Responsible for the delivery of relevant national and locally agreed performance targets.
4. Manage relevant commissioning budgets including the Healthy Child programme and other agreed health improvement programme budgets (budget approximately £5.3m). Identify appropriate national and

international funding opportunities, including EU, developing and submitting funding bids.

5. Be the children's safeguarding lead for the public health department. This includes attendance at the local safeguarding partnership meetings and serious case review meetings.
6. Analyse, interpret and present complex health data. Review the published and grey literature and national policy documents working on evidence-based principles. Make evidence-based judgements with the purpose of commissioning appropriate multi-sector public health and social care services and interventions focusing especially on older people. Plan and execute commissioning accordingly.
7. Establish and maintain multi-agency partnerships across the local health and statutory, voluntary and private sector health and social care economy in order to deliver health improvement interventions.
8. Commission and co-ordinate research projects for the purpose of influencing policy changes and developments for health improvements - working closely with the CCG, local authority colleagues, schools and the universities.
9. Line manage public health and health promotion specialists, including recruitment, appraisal and performance reviews.
10. Undertake complex multi-agency Joint Strategic Needs Assessments as directed by the Director of Public Health to inform strategic commissioning plans. Lead on associated community engagement and consultation.
11. Provide teaching expertise (lecturing, tutorials) on public health to local organisations including the local universities and medical school.

## **Health and Safety and Equalities Accountabilities**

### Health & Safety

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy. In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

### Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

### Safeguarding

To carry out the duties of the post in line with local safeguarding children policies and procedures.

### **General Accountabilities**

You should carry out the duties of the post with due regard to the City Council's values of collaboration, creativity, customer focus, efficiency, openness and respect.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes. **The list of duties in the job description should not be regarded as exclusive or exhaustive.**

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

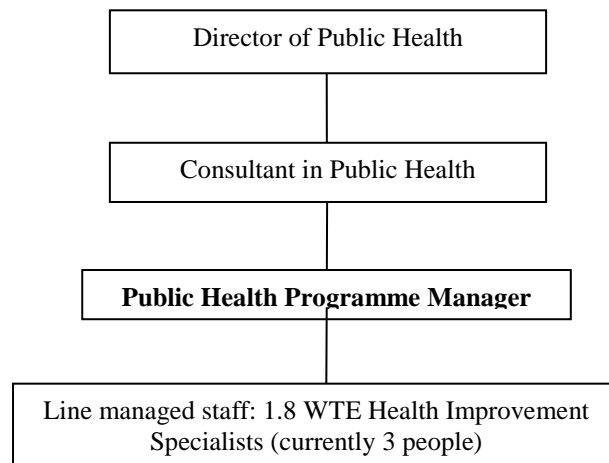
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### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	Bachelors Degree (or equivalent experience)  Masters in Public Health (or equivalent experience)  UKPHR practioner registration or agreement to work towards this.
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<b>Experience</b>	<p>Minimum 3 years' experience of strategic contribution in the context of addressing the wider determinants of health and reducing health inequalities.</p> <p>3 years' experience at a senior management level in the context of health improvement (or 3 years management experience in a public sector organisation allied with a sound knowledge of Health Promotion)</p> <p>Evidence of leadership experience in development of strategic partnership working and engagement across organisations and sectors.</p> <p>3 years strategic commissioning experience for health improvement.</p> <p>Experience of developing and implementing public health strategies.</p> <p>Line management experience.</p> <p>Budgetary management experience.</p>
<b>Skills and Abilities</b>	<p>Proven communication and influencing skills at senior management level.</p> <p>Ability to communicate and operate effectively in a politically led organisational context.</p> <p>Ability to lead and co-ordinate strategic development for health improvement across sectors and disciplines.</p> <p>Self-motivated, pro-active and innovative.</p> <p>Ability to manage within a context of continual change.</p> <p>Ability to lead and motivate staff and key partners.</p> <p>Ability to analyse and interpret quantitative and qualitative research data.</p> <p>Ability to deal with and analyse highly confidential, complex and sensitive data.</p> <p>Ability to communicate effectively with communities, to inspire active involvement and participation in local health improvement.</p> <p>Organisational development.</p> <p>Programme and project management skills.</p> <p>Teaching/training skills and presentation skills, facilitating work groups, experiential learning and multi-agency training.</p>
<b>Other requirements</b>	<p>Enhanced DBS check</p>

## Organisational Chart



## Hardest Part of the Job

This job covers several public health priorities including children and young people's mental health and suicide prevention. As well as commissioning and managing health and wellbeing programmes, this person will have to influence colleagues across the local authority, Schools, the NHS, wider statutory, private, community and voluntary sectors. This role requires a skilled manager as well as someone who can influence at all levels of the public, private and voluntary sectors.

## Dimensions

This post will require someone with considerable experience across public health. The post-holder will need to be capable of engaging a wide range of practitioners and have experience of commissioning and managing programmes in collaboration with the NHS, wider public sector, private and community & voluntary organisations. The post-holder will manage a team of public health and health promotion specialists. The current budget responsibility is £5.3m

## Scope for Impact

The post-holder is a key senior public health influence on the Clinical Commissioning Group (CCG) and Families. Children and Learning Directorate. The post-holder will promote joint working, shared strategies and budgets, and common outcomes across health and social care.

## Job Context

The job is high profile and multi-dimensional. While mainly office based, there is a need to attend a wide range of strategic meetings (performance management, networking, planning & development) across the city and elsewhere – e.g. London.