



Job Description

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St. Helens Council

Employing organisation:	Halton & St Helens PCT
Title:	Assistant Director – Public Health (Consultant in Public Health Medicine / Consultant in Public Health) (Full Time)
Accountable to:	Professionally to the employing authority Halton & St Helens PCT Managerially to the employing organisation via Director of Public Health
Grade:	NHS Consultant (dependent on experience and qualifications) or NHS Agenda for change Scale 8d/9 (to be confirmed via local banding)
Managerially responsible for:	Public Health Intelligence Team Senior Practitioner in Public Health

Appointment

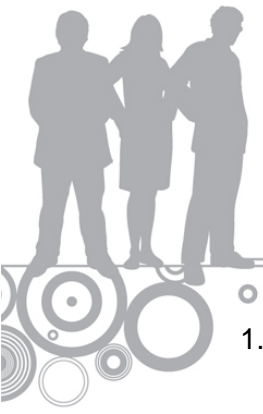
This is a full time post for a CPHM/CPH to the Halton & St Helens PCT based at Victoria House, Runcorn.

1. Job Summary

The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, negotiation and motivation skills and flexibility are required to deal with complex public health issues, to advise and make recommendations regarding services and patient care. A high level of tact and diplomacy is required and an ability to understand other cultures to enable effective working across organisational boundaries and influencing without authority.

The post holder:

- 1.1 will have responsibility for development, implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets. A particular area of responsibility will be to take the strategic lead for Sexual Health.
- 1.2 will provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and developing high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations, etc.



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- 1.3 will establish the Public Health Evidence and Intelligence Unit for the PCT, and develop and utilise information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data. This will include the commissioning of HIA studies on policy and service developments.

Where appropriate with Local Authority colleagues. The post holder will be expected to establish a network of intelligence.

- 1.4 will manage a team of staff or department and design and deliver a training programme as a major part of the job e.g. training Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees.
- 1.5 will be responsible for the day to day management of a group of staff, and be responsible for the allocation / placement and supervision of qualified staff or trainees, and be responsible for teaching/delivery of core training on a range of subjects or for specialist training, and be responsible as a line manager for a single function.
- 1.6 will be an authorised signatory, budget or delegated budget holder and monitor and contribute to the formulation of department/service budgets and financial initiatives.
- 1.7 will deputise for the director of Public Health as strategic lead for Public Health with CCG and as strategic lead for health protection.

2. The employing organisation

Halton & St Helens PCT includes the geographical areas of St Helens, Runcorn and Widnes, and is responsible for a total population of 357,000. The PCT is being established from 1st October 2006, and will replace St Helens PCT and Halton PCTs.

The Borough of Halton was formed in 1974 and became a Unitary Authority in April 1998. Halton sits on either side of the River Mersey, at its lowest bridging point, in North Cheshire adjacent to Merseyside in North West England. Halton is made up of the twin towns of Widnes and Runcorn together with the villages of Hale, Moore, Daresbury and Preston Brook. It covers a population of 119,000 many of whom experience high levels of deprivation. Halton is within one hour's drive of the stunning scenery of North Wales and the Lake District and half an hour from the cultural, sporting and shopping opportunities of the cities of Liverpool and Manchester. Historic Chester is nearby.

St Helens is changing fast and has a sense of vitality, enterprise and innovation. As one of the most accessible Boroughs in Merseyside, St Helens is welcoming and economically prosperous. Covering a population of 176,000 people it has worked to ensure good partnerships are in place to impact on the health of the local population. The Borough lies on the M6 and M62, at the centre of the major motorways network, with rapid access to the UK's major business centres. The excellent transport and



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communication links ensure the borough is attractive to a diverse range of national and international businesses.

St Helens & Knowsley NHS Hospitals Trust and North Cheshire Hospitals Trust are the main acute providers serving the populations of Halton and St Helens. Mental Health services are provided through the 5 Boroughs NHS Trust.

3. Directorate of Public Health

3.1 Staffing

This is a progressive, multi-disciplinary public health directorate. The establishment consists of an Executive Director of Public Health, supported by two Deputy Directors of Public Health, an Assistant Director for Health Protection, and Assistant Director responsible for Life Expectancy, and this post. Team members in the Commissioning and Intelligence Unit are shared with Warrington PCT, and it is intended that the unit should be developed to be integrated with each of the local authorities that it covers. The directorate provides specialist public health functions and a public health intelligence function. The directorate is also responsible for the delivery of local Healthy Living Programmes, health promotion, and community-based interventions supported through NRF and other national initiatives. There is a strong R&D function within the JPHU. An outline directorate structure is attached.

3.2 IT, secretarial support and other internal resources.

The directorate had good secretarial and IT support. The PCT has library facilities which are accessible by all staff, and other resources are available through the local authorities, including reference materials.

3.3 Training and CPD arrangements

The directorate is an approved location for public health trainees from the Regional Training Scheme. There are good links to local academic institutions, and members of the directorate are encouraged to engage in teaching and research activities. CPD is provided through personal development planning and for team members through membership of the Faculty of Public Health CPD programme where appropriate. The Executive Director of Public Health is required to participate in the FPH CPD programme. Team members are also able to join the CHAMPS (local public health) network, which regularly runs CPD events.

4. Management arrangements

The post holder will be professionally accountable to the employing authority and managerially accountable to the employing authority via their line manager, usually the Director of Public Health or equivalent. Professional appraisal will be required. An initial job plan will be agreed with the successful candidate prior to that individual taking up the post based on the draft job plan attached. This job plan will be reviewed as part of the annual job planning process.



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The post holder:

- 4.1 will manage staff and have responsibility for setting work plans/duties, recruitment, appraisals, disciplinary and grievance process as required within the PCT HR policies.
- 4.2 will manage budgets for the Intelligence Teams, as well as any relevant budgets for sexual health.
- 4.3 will be expected to take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements.
- 4.4 will be expected to dispute for the Executive Director of Public Health as required, specifically around CCG and health protection.
- 4.5 will manage Specialist Registrars in Public Health in Medicine and Public Health Specialist Trainees (if attached as a Trainer).

5. Professional obligations

The post holder will be expected to:

- 5.1 participate in the organisation's staff appraisal scheme and departmental audit, and ensure appraisal and development of any staff for which s/he is responsible.
- 5.2 contribute actively to the training programme for Foundation Year Doctors/SHOs/Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees as appropriate, and to the training of practitioners and primary care professionals within the locality.
- 5.3 pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register of the UK Voluntary Register for Public Health Specialists of other specialist register as appropriate.

6. Key tasks

The job description will be subject to review in consultation with the post holder and in the light of the needs of the employing organisation and development of the speciality of public health and any wider developments in the field of public health.



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CORE COMPETENCY AREAS

Surveillance and assessment of the population's health and well-being

- To design, develop and utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations.
- To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, Local Authority and voluntary organisations
- To write and/or contribute to national and local policy setting reports on the health of the population of Halton MBC, and St Helens MBC.

Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services

- To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and to develop a high quality equitable services, across primary, secondary and social care and across sectors including local authorities, voluntary organisations, etc, in potentially contentious and hostile environments where barriers to acceptance may exist.
- To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
- To be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.

Policy and Strategy development implementation

- To lead on behalf of the Director of Public Health Strategy on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organizational authority to deliver key public health targets.
- To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board or equivalent level.
- To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction inequalities. The post holder will have a specific remit for sexual health.

Leadership and collaborative working for health

- To take a role on behalf of the Director of Public Health Strategy in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors and by taking lead responsibility with a defined local authority. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.



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- To lead in the integration of health, social services and voluntary organizations to promote effective joint working to ensure delivery of the wider government targets.
- To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organizations in the statutory, non-statutory and private sectors.

DEFINED COMPETENCY AREAS

Health Improvement

- To be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas. This may include engagement with primary care professionals and community staff to raise awareness and achieve engagement in their public health role.
- To take a Board or equivalent level leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
- To provide expert knowledge to ensure effective community involvement with regard to all the work of the organization including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

Health Protection

- To take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including delivery of immunisation targets.
- To take part in local arrangements and contributing to the on call rota for effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection arrangements.
- To communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

Service Improvement

- To provide expert advice to support evidence based commissioning, prioritization of services for the population (and in some circumstances providing highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health
- To be responsible for implementation of NICE/National Service Frameworks or equivalent national standards/guidance and frameworks.
- To lead the developments of clinical networks, clinical governance and/or audit.

Public Health Intelligence

- To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.



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- To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organizations and the local community.
- To lead on, plan and design agreed aspects of the assessment of health needs, health inequalities, and health impact assessment, to identify areas for action with in the local population based on the best available evidence and to be responsible for short and long term planning and for providing advice on the treatment of groups of populations.

Academic Public Health/Research and Development

- To undertake and commission literature reviews, evaluate research surveys, audits and other research as required to inform equitable service and reduce health inequalities. This includes taking the lead on R&D public health and related activities for Halton & St Helens PCT.
- To develop links with academic centers as appropriate and the North West Public Health Observatory to ensure the work of the organization is based on a sound research and evidence base.
- To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including the local authority and the voluntary sectors, by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).



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The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.