

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Public Health Principal - Healthy Population
- Post Number: P26444
- Grade and SCP: Band 14
- Directorate: Public Health

Where your role fits at Shropshire Council

At Shropshire our priority is to be a 'best value' authority that delivers, enables, and influences for Shropshire and its residents by:

- Being financially stable and sustainable
- Having clear priorities and purpose
- Supporting and enabling our workforce to excel

Recognising the challenge across local government today. This starts with our Improvement Plan to address immediate challenges, while ensuring a focus on the future and how the Council will need to look, feel, and operate to best serve the needs of the county and its residents, and being aware of changes in national policy.

Our Shropshire values: PROUD

- Partnerships
- Respect
- Opportunities
- Understanding
- can Do

Aim to unify the workforce, support transformation, improve trust, and build a modern, sustainable Council.

As a member of the **Healthy Population Team** within **Public Health**, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Public Health works across Shropshire Council and with system partners to protect and improve the health and wellbeing of residents, reduce health inequalities, and support people and communities to live healthier lives. The service brings together specialist public health expertise, evidence, data, commissioning, prevention and partnership working to influence wider determinants of health and deliver programmes that respond to local need.



This includes supporting children, young people, families, adults and communities through prevention, early intervention, health protection, health improvement and healthcare public health activity, aligned to the Shropshire Plan, the Health and Wellbeing Strategy and wider Integrated Care System priorities.

Overview of your role

This is a senior manager post, strategically leading the day-to-day delivery and commissioned services of the Healthy Population Team. The post works with the Head of Service, Healthy Population to support the delivery of improved public health outcomes for the population. The Shropshire Plan, Director of Public Health Report, and Health and Wellbeing Strategy set out the key priorities for Public Health in Shropshire. The key purpose of this post is to lead the coordination and delivery of the Healthy Child Programme, along with transformation programmes for the improvement of health and wellbeing of parents and carers, inclusive of Person Centred Care. The role will also support the wider health improvement and health care public health priorities, as part of the healthy population function of the Health, Wellbeing and Prevention – Healthy Populations Team.

The Healthy Population service delivery is aligned to a number of strategic plans (including the Shropshire Plan, Health & Wellbeing Board Strategy, Integrated Care Strategy, Neighbourhood Health).

The level of this post requires leadership of services, commissioning, transformation and complex relationship management and partnership working across a range of organisations and stakeholders across multiple boundaries. The post will require a detailed understanding of the opportunities, and connections across the ICS, NHS partner organisations, OHID, internal council services and more widely with other partners.

The postholder is expected to be familiar with all aspects of the services and programmes to develop effective whole system working and relationships with both internal and external partners and wider stakeholders, to meet service delivery milestones, and monitor and review effectiveness of all service outcomes, including commissioned services.

The postholder will be required to keep up to date with relevant legislation, policy, procedure, evidence, data, and developments relating to the area of work and be able to articulate and brief partners, senior managers, members, and wider stakeholders.

The postholder will be expected to work in a flexible, agile manner, responsive to business needs and working across public health programmes as delivery needs requires including wider health improvement and health care public health. Building the capability of the



public health team to coordinate and lead the Healthy Child Programme and parents and carers wellbeing and children's Person-Centred Care agenda will be key to successful delivery in this post, alongside leading and supporting delivery of priority and transformation programmes through the Shropshire Plan.

The nature of the role will however involve cross-working with senior personnel within and external to the Council.

The postholder will have access to ongoing supervision and support to further develop their skills and experience within the role.

Who will your manager be and what will you be responsible for?

You will be:

- reporting to **Head of Service Healthy Population** who is in turn responsible for your health and safety, training and development.
- responsible and accountable for a minimum of 2 FTE members of staff, acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- expected to lead and/or contribute to a range of projects and build relations with both internal and external partners in order achieve specified outcomes but will not have direct authority over those involved.
- responsible for an approximate budget of £5 million.
- Responsible for preparing responses in line with Shropshire Council's corporate processes and national/regulatory/statutory processes (e.g. complaints, MP enquiries, Information Governance requests, customer enquiries, media enquiries, HR staff investigations etc..). These responses should be in line with the quality and timescale expectations set out within Shropshire Council's published procedures and/or case allocation emails and discussions.
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Performance Development Review (PDR). Courses are accessed via the council Learning Management System via the Intranet.
- expected to lead and/or contribute to a range of projects in a complex environment, as well as build relations with both internal and external partners in order to achieve specified outcomes but will not have direct authority over those involved. This will include significant negotiations and bringing together complex pieces of work.
- Responsible for designing, developing, implementing, reviewing and commissioning of services including e.g. Public Health Nursing service and school aged vision screening
- Responsible for contract monitoring and quality assurance.
- Oversight and leadership of the development of system programmes following requirements of strategic planning and transformation.



- Leading and delivering integration of community activity into local system planning.
- Linking with national programmes and sharing learning across the system to support healthy populations in line with relevant strategies, (which will involve working regionally and nationally).
- Leading and chairing local and regional groups as required across service pathways.
- Leading work around the Healthy Population agenda This includes leading strategic developments, managing steering groups and influencing partners in a complex environment.

What will you be doing?

- Leading public health services to support healthy populations including the healthy child programme, and transformation programmes in line with relevant strategies to support parent and carers health and wellbeing and children's person-centred care.
- Leading the delivery and commissioning of healthcare public health, including public health nursing service and reception age vision screening in line with Shropshire Council's vision, values and strategic objectives.
- Leading the commissioning, monitoring delivery and contract compliance for Shropshire commissioned services including public health nursing service and reception age vision screening.
- Leading the development, delivery and commissioning of programmes to support healthy populations with Shropshire Council's vision, values and strategic objectives.
- Managing significant commissioning budgets and management of grant funding and team budgets.
- Managing team resources, including the Public Health Development Officer role/s and administrative support as required.
- Delivery of a range of programmes and transformation, working within a complex health, social care and voluntary and community sector environment. This work must be delivered within the context of the Shropshire Council transformation, including the One Shropshire, Integration and Family and Community hubs, neighbourhood health and other transformation programmes.
- Work as part of a team with other Public Health Principles to ensure appropriate connections are made between programme areas and support for delivery.
- Lead partnership approach to multi-disciplinary teams in local communities.
- Utilise national and system level data and evidence, in a robust manner, to support the development of programmes to support healthy populations, which include Healthy Child Programme and parents and carers health and wellbeing and children's Person-Centred Care.
- Work with NCCH, NHSE as well as ICS and VCSE partners to maximise training and development opportunities enabling innovative and new ways of working across the health and social care system to deliver high-quality place-based care.
- Influence partners and gain agreement for joint approaches to support local communities and individuals.



- Put inequalities at the forefront of all developments, in particular the Child Sexual Exploitation Inquiry and the Ockenden Report when developing and transforming services.
- Operate in a highly political and sensitive environment.
- To lead programme management and assurance processes, strategic objectives and the business planning process across key transformation programmes.
- Develop positive working relationships with local, regional and national senior leaders, commissioners, providers and front-line staff.
- Pro-actively manage stakeholders building effective and collaborative relationships, respond to and resolve conflict when this arises through appropriate mechanisms.
- Prepare reports, summarising status on issues, appraising outcomes and provide progress reports for the STW ICS, NHSE, Shropshire Integrated Place Partnership, Health and Wellbeing Board, and STW Executive Leads.
- In partnership, support the implementation of healthcare transformation working within and across council service areas, and more widely with partners in the NHS, the VCSE and wider (such as Fire and Rescue, Police), and across the Integrated Care System. Examples of this include Local Maternity Neonatal Transformation, Best Start in Life, community and family hubs, neighbourhood health and child mortality.
- Public Health plays a key role in fulfilling the mission of Shropshire Council to be an excellent organisation working in partnership to protect the vulnerable, create the conditions for economic growth and support communities to be resilient. The key function of Public Health is to provide a range of public health services and work with other organisations to improve health and well-being in the population and reduce health inequalities. This is carried out through working to business priorities. These include prevention, reducing inequalities, mental health, lifestyles, and adults and children's services.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Performance Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,



- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

This is a hybrid role, requiring the post holder to attend Shropshire for 1-2 day(s) per week, alongside home working arrangements

Your post is subject to the following:

- The post is **permanent**, for **37** hours per week,
- Normal office hours are 7am – 7pm Monday - Friday and 8am -1pm Saturday with a minimum lunch break of 30 minutes. Occasional evening/night/weekend work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to three months' notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.



Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 55 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

