Job Description

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| **Job Title** | Public Health Officer |
| **Grade** | Band H |
| **Reporting To** | Public Health Team Leader |
| **JD Ref** | PC0114G |

Purpose

Supporting the Team Leader as part of the Public Health operational delivery team, providing a flexible and effective approach to support, advise and guide partners in a range of settings to help improve and protect the health of Wirral residents and local communities.

Work on a range of tasks and projects as part of the delivery of the agreed Public Health operational plan. Improve, protect and promote health within communities, providing advice where required with regards to communicable diseases and outbreaks with the aim of preserving life and safeguarding the vulnerable.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Communication and Engagement:**

* Work collaboratively with internal and external partners to deliver co-ordinated support to for organisations, communities, and businesses.
* Be proactive and develop and maintain effective partnerships and relationships with colleagues across the Council and wider partners to maximise the effectiveness of broader Public Health interventions and preventative approaches.
* Support the delivery of localised activities to support the prevention and early identification of infectious diseases and mitigate the risk of clusters and outbreaks.
* In the event of an outbreak, contribute as required to any multi-disciplinary team established by UK Health Security Agency (UKHSA), Community Infection Prevention & Control team (CIPC) or by the Local Health Protection Board alongside other members of the Public Health team.
* Act as a first point of contact for customers and partners in respect of the operations of the Public Health Operational Service, ensuring that the standard of service delivered meets expectations and required processes.
* Arrange meetings as required with internal and external partners; book venues, prepare agendas and take minutes for meetings and carry out ad-hoc administrative work as needed.
* Contribute to the development and improvement of the Public Health Operational service by sharing ideas, identifying problems and offering possible resolutions.

**Data Analysis and Decision-Making:**

* Responsible for ensuring that queries and outbreak case management is timely, accurate and in compliance with Council policy and procedures and in line with the objectives and priorities set out in Wirral’s Health Protection Strategy.
* Focus on reducing inequalities in health outcomes and contribute to the development of approaches to identify those in Wirral’s communities who are more vulnerable to provide and facilitate targeted interventions.
* Provide support, advice and guidance and support local work to strengthen preparedness and emergency planning and protecting Wirral communities from environmental hazards (e.g., air quality, climate change).
* Work with colleagues across the wider Public Health team to ensure processes are in place, and relevant data is gathered to enable audit, evaluation, and performance monitoring to understand and evidence quality and impact of Public Health Operational Service activities.
* Support the effective delivery of Public Health interventions and projects in line with Public Health priorities and key objectives in the operational plan, supporting the delivery of strategic priorities set out in the Public Health Operational Plan and Health Protection Strategy.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Health, environmental health or science related qualification or demonstrable equivalent experience.
* *Desirable - Degree level qualification in Environmental Health, Infection Prevention and Control or equivalent experience.*
* *Desirable - Working towards registration with an appropriate health or science related professional body.*

**Knowledge & Skills**

* Adaptable and flexible and able to respond to requirements of the role and working patterns.
* Excellent communication skills demonstrated in a range of settings.
* Effective listening skills and empathy in range of sensitive situations.
* Excellent interpersonal skills and a demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.
* Ability to develop and follow risk assessments and safe systems of work.
* Ability and desire to treat everyone with dignity, respect and fairness and without prejudice at all times, observing the rights of other people, and helping and supporting others where possible.

**Experience**

* An understanding of and ability to work with Standard Operating Procedures and guidelines (e.g., safeguarding vulnerable adults; data protection, information governance).
* Working with a range of stakeholders and partners.
* Operating in a team, handling escalations and queries.
* Using IT packages and able to work with data, dashboards and reports.
* Experience of, and proficient in the use of, electronic systems, databases or other information system forms to support the public health managements of cases.
* Strong, effective verbal and written communication skills including a good telephone manner.
* Demonstrable experience of performance management recording, reporting and monitoring systems.
* *Desirable - Experience in a field related to public health, health and social care services or environmental health as a practitioner.*
* *Desirable - Working within multi-disciplinary teams.*
* *Desirable - Locality working and neighbourhoods.*
* *Desirable - Working with vulnerable people and groups.*

Additional Information

* Ability to travel across the Borough and work from various locations.
* Work hybrid, with a flexible working approach to accommodate service needs.
* On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Insert name & designation

Date Of Approval: 01/04/24