



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Public Health Practitioner</b>		
<b>Directorate:</b>	<b>Place</b>	<b>Salary:</b>	<b>£42,500 - £47,910 per year Inclusive of London Weighting</b>
<b>Section:</b>	<b>Public Health</b>	<b>Grade:</b>	<b>BG-F SCP 31 - 36</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

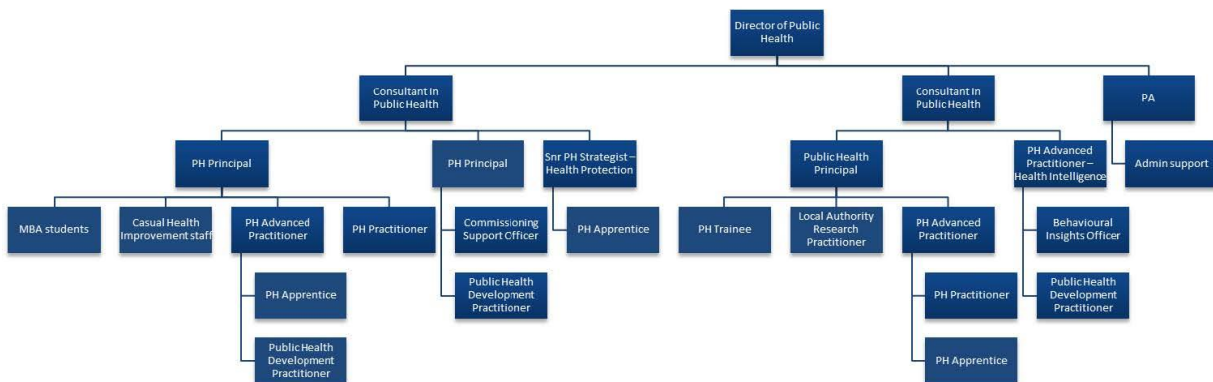
### Key Objectives of the role

The post holder will contribute to key public health outcomes by supporting the development and delivery of evidence-based public health programmes and projects, working in cross-directorate /organisational project teams and with external partners.

They will lead on defined programmes and projects in agreement with the Public Health Advanced Practitioner and the Consultant in Public Health, which will include budget and staff management and reporting to senior officers and committees.

They will work in collaboration with colleagues to ensure a public health approach is central to all organisation and system business as usual, taking a lead in certain areas when required. This work involves multi-agency working engaging with internal and external stakeholders and customers to deliver against specified prevention priorities.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

### Technical functions:

- Support the Public Health Advanced Practitioner, Public Health Principal, and Consultant in Public Health in the overall delivery (designing implementing commissioning, and auditing) of public health programmes and projects of priority areas of work identified in the public health business plan/JSNA/Health and Wellbeing Strategy. This will include tasks such as undertaking evidence reviews, drafting sections of service specifications, coordinating contract monitoring meetings, developing evaluation frameworks for initiatives and services, and then monitoring performance against them.
- Lead on defined programmes and projects, in agreement with the Public Health Advanced Practitioner, Public Health Principal, and Consultant in Public Health.
- Develop skills in identifying health needs, using appropriate analytical techniques and working with multiple qualitative and quantitative data sources, including intelligence from local communities, by using professional judgement and expertise to independently interpret and analyse complex research, guidelines, policies, and procedures, and formulate interventions according to evidence-based practice.
- Support the development and delivery of evidence-based strategies to meet these health needs, such as Joint Strategic Needs Assessments, Health Needs Assessments, Impact Assessments, and Evidence Reviews.
- Evaluate the impact of programmes and projects using appropriate evaluation techniques.
- Monitor programme performance against key indicators/outcomes measures, in line with national and local targets and priorities.

### Contextual functions:

- Provide public health advice as appropriate within Bracknell Forest Council and to partner agencies.
- Work collaboratively with residents and community groups, with colleagues across the Council and other organisations to improve health outcomes and reduce inequalities.
- Provide regular reports and updates to relevant structures including the Health and Wellbeing Board, Scrutiny, Cabinet and Council.
- Work within political and democratic systems and within a range of organisational cultures to improve health outcomes and reduce inequalities.
- Develop negotiation, facilitation, delegation and communication skills to engage key stakeholders, decision makers and the targeted community, working collaboratively to improve health outcomes and reduce inequalities.

### Delivery functions:

- Communicate information in an understandable form to certain individuals, groups, health professionals and community partners from a wide range of backgrounds.
- Support the Public Health Advanced Practitioner to consult, engage and codesign/coproduce with key communities and stakeholders.
- Support the Public Health Advanced Practitioner to scope programmes and project business cases, identify and engage key stakeholders and develop, manage and monitor and evaluate the programme/project plan.
- Support the dissemination of learning from programmes and projects at local, regional and national level.
- Support the Public Health Advanced Practitioner in delivery of education and training programmes, to build a skilled and competent workforce.
- Develop the ability to work autonomously to provide defined public health advice to health professionals, individuals, community groups and key stakeholders.

\*As set out in the [Public Health Skills and Knowledge Framework 2016](#)

## Scope of role

### General

The job description is intended as a guide to the principal duties and responsibilities of the post and complements individual objectives set in line with the annual public health objectives.

Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder.

### Professional Responsibilities

- Receive professional management and support from a relevant PH professional/Public Health Advanced Practitioner.
- Act with integrity, consistency and purpose and continue personal and professional development. This includes in-house training, conferences, workshops, and other agreed activities.
- Participate in Personal Development Review (PDR), supervision and mandatory training in line with Council requirements and/or as part of formal requirements for continued membership with a recognised professional body.
- Public Health Practitioners are encouraged to work towards registration as a UKPHR Public Health Practitioner.

### Key working relationships

- Director of Public Health, Bracknell Forest Public Health and wider Berkshire Public Health colleagues and wider Integrated Care System Public Health Teams
- Operational leads within other departments in Bracknell Forest and other Berkshire local authorities
- Operational Managers in Integrated Care Boards (ICBs) and local Integrated Care Systems (ICSSs)
- NHS and health and social care commissioners and providers
- Voluntary, Community, Social Enterprise and Faith sector
- Schools and Education system
- Criminal justice and probationary services
- Local businesses and employers
- South of England Public Health England region
- NHS England South (Thames Valley)
- Other national organisations, such Department of Health and Social Care including the Office of Health Improvement and Disparities.

### Service Responsibilities

- Provide support to Public Health Advanced Practitioner, Public Health Consultants and Principals for the delivery of the Public Health workplan to ensure programme and project objectives are met, as described in the responsibilities above.
- Provide support to the Public Health Advanced Practitioner, Public Health Consultants and Principals to develop and monitor appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan, as described in the responsibilities above.
- Responsible for managing some project budgets in accordance with the processes and procedures of the organisation.
- Provide support to the Public Health Advanced Practitioner and Principal to identify and implement efficiency savings as required.
- Required to make autonomous decisions with minimal supervision.
- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

### **Line Management Responsibilities**

The post holder will not have any line management responsibilities.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Degree or equivalent relevant experience, reflecting strong numeracy skills ideally in public health, statistics, or a health-related field.	UKPHR Registration or willing to work towards UKPHR Registration.  Master's degree or other evidence of advanced knowledge relating to health, public health or health informatics
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working in a relevant public health/health improvement role e.g. education, environment and sustainability, public health, nursing, community/youth work.</p> <p>Knowledge and understanding of the public health functions and issues, services, health inequalities and the priorities for residents across the local geography</p> <p>Understanding of national and local policy and the impact they have on local action and job role.</p> <p>Ability to persuade and influence partners to address health inequalities and advocate for a Public Health approach.</p> <p>Experience of using a range of effective tools to assess the health needs of a population.</p> <p>Ability to problem solve, prioritise and demonstrate clear reasoning based on experience and knowledge.</p> <p>Knowledge and/or experience in prioritising work, managing time and working under pressure to deliver to deadline.</p> <p>Knowledge of JSNAs and other key public health data sources and tools Experience of analysing data and handling datasets.</p> <p>Experience of writing reports for different audiences.</p>	<p>Experience of working in a political environment.</p> <p>Experience of implementing policy into local action.</p> <p>Experience of developing relationships across local communities.</p> <p>Experience of working with multiple organisations.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Budget management skills to manage spend in own portfolio area.</p> <p>Skills for delivering training in own area of expertise.</p>

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Experience of basic project management.

Experience of prioritising work, managing time and working under pressure to deliver deadlines.

Ability to work autonomously  
Experience of working in project teams.

Experience of needs assessment and programme evaluation  
Excellent oral, written and presentation skills.

Excellent IT skills: competent in Microsoft Words, PowerPoint, Excel, Outlook, Teams.

Basic research skills.

Understanding of Confidentiality and Data Protection responsibilities.

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**Work-related  
Personal  
Requirements**

Highly Self Motivated.

Able to motivate others.

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**Other Work  
Requirements**

Discretion and trustworthiness – you will often be party to confidential information.

Ability to be co-located with other directorates or partner organisations, depending on needs of specific projects.

Understanding and commitment to the principles and practice of valuing diversity and equal opportunities.  
A satisfactory basic Disclosure and Barring Service check

A satisfactory enhanced Disclosure and Barring Service check.

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

This post is exempt from the Rehabilitation of Offenders Act 1974

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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

