

Title Public Health Support Officer	Department Adult Social Care, Health and Public Protection	Post Ref. PH020
Job Purpose To support the implementation of a strategic approach to selected policy areas across the Nottinghamshire Health system (including Nottinghamshire County Council, the Nottinghamshire Health and Wellbeing Board, Nottinghamshire Clinical Commissioning Groups, District Councils and other external partners). The post holder will be accountable to a PH and Commissioning Manager and will work in a multi-agency environment		
Key Responsibilities 1. To manage and deliver Public Health projects aligned to public health policy areas using a recognised project management framework, in order that they contribute to the overall PH strategy 2. To support the undertaking of technical, statistical, quantitative and qualitative public health analyses including health needs assessments, production of joint strategic needs assessment chapters, health impact assessments and health equity audits in conjunction with partners, in order that this information is used to inform effective decision-making. 3. To assess the evidence of effectiveness of health and wellbeing interventions, programmes and services in order to inform commissioning and strategy and service reviews, participating in literature reviews and research. 4. To support the commissioning of Public Health services in specified policy areas, ensuring they deliver value for money and are cost effective. 5. To contribute to the commissioning process by writing evidence based service specifications that address the findings of needs assessment, supporting the procurement and management of	Key Accountabilities 1. Delivering allocated projects / work streams within appropriate levels of quality, time, budget, resources and performance. 2. Working within an evidence-based approach and within ethical frameworks to deliver high quality and equitable services. 3. Developing influencing relationships with staff, external organisations and partners to ensure that Public Health objectives are met. 4. The accuracy, timeliness and quality of reports, analysis and assessments produced. 5. The accuracy and quality of contributions to Public Health advice given. 6. Working within identified resource restraints and defined initiatives 7. Reporting issues where unforeseen events impact on objectives, targets or budgets	

contracts for public health services, and conducting service evaluations and reviews. 6. To support senior staff in the provision of specialist public health and commissioning support to the NHS Clinical Commissioning Groups on specified health care topics in order to fulfil the Council's statutory duty, including supporting any integrated commissioning arrangements managed by the council on behalf of CCGs. 7. To articulate health information to support the development of strategy and action to tackle health inequality issues and writing reports to make recommendations as appropriate. 8. To work with others to promote public health priorities and outcomes. This includes signposting others to public health knowledge, standards or practice, across the policy area, and working with other parts of the Council in order to raise the profile of public health and embed public health within council services and policies	8. For ensuring that local policies, national requirements, professional standards, regulatory standards and codes of practice for delivery of public health services are met. Examples include NICE guidelines, National Service Frameworks and equivalents. 9. For ensuring that health and safety legislation, policy and best practice is fully complied with. 10. For keeping up to date by participating in CPD, research and audit
The post holder will perform any duty or task that is appropriate for the role described	

<i>Person Specification</i>	
<i>Education and Knowledge</i> 1. Educated to Degree level or equivalent experience 2. Knowledge of Public Health work to include the following: - Ability to analyse health need working from a range of information sources - Ability to interpret and evaluate research and locally derived evidence. - Understanding of government policy and legislative agenda for local government and health - Understanding of social determinants of health - Health promotion theory and practice.	<i>Personal skills and general competencies</i> 5. Personal drive and commitment to excellent customer care. 6. Good interpersonal skills enabling the post holder to build strong relationships. 7. Effective partnership working in a complex environment. 8. Ability to analyse issues and problems, and work with others to propose and implement effective, creative and innovative solutions within required timescales. 9. Ability to work to specified timescales, using own initiative to plan and prioritise, and manage own work programme.

Tier 6 – Senior Practitioners

f. Epidemiological approaches to assessing disease in the population 3. Understanding of evidence-based strategies to reduce health inequalities 4. Knowledge of the principles and practice of: a. project management; b. excellent customer service; c. continual improvement d. performance management e. community development theory (desirable) f. appropriate risk management	10. Ability to work effectively in a professional political environment with sensitivity and integrity. 11. Good communication skills to be able to present complex information clearly and concisely, both verbally and in writing, in order to influence decision-makers and command the confidence of others. 12. Ability to locate and evaluate information and evidence based practice, presenting it in a manner that enables decision making, and taking account of confidentiality as appropriate. 13. Ability to identify, assess and address risk, working safely and reporting any risks outside of their control 14. Demonstrate awareness, understanding and commitment to the Council's Equality and Diversity Policy, showing sensitivity to the needs of a diverse range of customers and colleagues. 15. Ability and willingness to travel both inside and outside the council area as required, and to work outside normal office hours (some evening and weekend work may be required). 16. Use of IT systems including Excel, Word, PowerPoint, databases and project management software to a business standard. 17. Evidence of recent participation in continuous professional development
Experience 18. Experience of working in partnership with external bodies, particularly in delivery of joint action plans to achieve shared objectives. 19. Experience of project management. 20. Experience of designing systems for consultation and making changes based on feedback. 21. Experience of managing a diverse workload in a high pressurised environment and ensuring that deadlines are met.	
Role Dimensions 1. Takes responsibility for identified projects or tasks, ensuring high quality delivery that meets agreed specifications. 2. Works in a team with others, with a willingness to share information and be flexible in response to changing demands. 3. Works within identified resources. 4. Works with external bodies. 5. Accountable to a PH and Commissioning manager (and deputises on request) 6. No budgetary or staffing responsibilities <i>Please attach a structure chart</i>	

Date