

## Job Description

<b>JOB TITLE:</b>	<b>Public Health Programme Lead (Substance Misuse)</b>
<b>GRADE:</b>	<b>O</b>
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	<b>Health Adults and Community</b>
<b>SERVICE:</b>	<b>Public Health</b>
<b>RESPONSIBLE TO :</b>	<b>Associate Director of Public Health</b>
<b>RESPONSIBLE FOR:</b>	Up to: 3 Commissioning / Public Health Programme Managers, 1 Public Health Programme Officer, 1 Senior Intelligence Analyst.
	<b>DBS Basic /not required</b> <b>This post is not politically restricted</b>
<b>JOB SUMMARY:</b>	<p>The purpose of the role is to improve the health and wellbeing of people in Tower Hamlets and reduce health inequalities through strategic public health leadership to drive transformational change around health and wellbeing in Tower Hamlets, focusing on drugs and alcohol harm reduction and recovery.</p> <p>To be the strategic lead for the public health commissioning strategy for addictions, drugs &amp; alcohol. This will involve supervision of staff on agreed projects and programmes and supervision of volunteers, trainees and academic placements.</p> <p>The post holder reports to the Associate Director of Public Health and manages a programme group within the Public Health Division. The post holder will deputise for the Director or Associate Directors of Public Health where appropriate.</p>
<b>ROLE REQUIREMENTS:</b>	<p>The key areas of responsibility for this post include the following:</p> <ul style="list-style-type: none"> <li>• Insight and intelligence</li> <li>• Strategic leadership</li> <li>• Evaluation, innovation and research</li> <li>• Partnership engagement</li> <li>• Developing public health skills and leadership</li> <li>• Management of budgets and resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Commissioning and service delivery</li> </ul>
Insight and Intelligence	
1.	Develop an in depth understanding of the range of factors impacting on health and wellbeing and health inequalities within the relevant population groups drawing on the full range of international, national, regional and local qualitative and quantitative data and evidence.
2.	Develop an in-depth understanding of the current and future health needs of the population, the extent to which these needs are being met and the priorities for improving health and wellbeing and reducing health inequalities.
3.	Develop an in depth understanding of the local assets supporting or potentially supporting health and wellbeing of the relevant population groups.
4.	<p>Based on the above, develop, deliver or oversee the appropriate use of a range of methodologies to inform an in-depth assessment of factors impacting on current and future health needs and local assets, including:</p> <ul style="list-style-type: none"> <li>• in depth needs assessments,</li> <li>• health impact assessments</li> <li>• health equity audits</li> <li>• evidence reviews</li> <li>• evaluations</li> <li>• economic evaluations</li> <li>• modelling</li> <li>• asset mapping</li> <li>• participatory research</li> <li>• surveys</li> <li>• qualitative studies</li> <li>• local and national health surveillance systems</li> </ul>
5.	<p>Be the strategic lead for Needs Assessments in the area(s) of responsibility, including:</p> <ul style="list-style-type: none"> <li>• identifying and agreeing priorities for Needs Assessment work including factsheets and in-depth studies</li> <li>• establishing stakeholder groups supporting Needs Assessment work</li> <li>• ensure the perspectives of the public and local communities are sought and integral to the Needs Assessment process</li> <li>• maintain oversight of the implementation of resulting recommendations.</li> </ul>

6.	Working with academic partners, providers and community organisations to develop a research agenda to better understand public health needs where gaps have been identified.
7.	Develop an in-depth understanding of the range of factors impacting on health and wellbeing and health inequalities within the relevant population groups, drawing on the full range of international, national, regional and local qualitative and quantitative data and evidence.
Strategic Leadership, Partnership, Planning	
8.	Lead a whole system approach to drive transformational change.
9.	Influence and change local policy and legislation to positively impact on population health and reduce health inequalities.
10.	Work across the council and with partners at local, regional and national level to develop or oversee the development of an action plan to make measurable progress.
11.	Develop influencing strategies at all levels within the council (e.g. Mayoral, members, corporate management team, directorate management team, senior management team, and other delivery groups) and with partners (e.g. other local authorities, OHID, NHS England and the NEL ICB, local NHS providers (including GPs, Community Pharmacists, Acute Trusts etc) voluntary sector, business sector, police, emergency response services and the public to highlight important issues.
12.	Ensure the effective engagement of communities and key stakeholders in strategies and plans.
13.	Develop a logic model or theory of change to identify and impact on the priorities for action.
14.	Develop, monitor and report process, output and outcome measures tracking progress at population levels and impact on health inequalities.
15.	Develop a communication and engagement plan as an integral component of delivery plans against each aspiration.
16.	Work with academic partners, community organisations and providers to identify and take forward a collaborative programme of research relating to aspirations.

Commissioning and delivery	
17.	Commission and monitor implementation of interventions to improve population health and reduce health inequalities through external providers and other council services.
18.	Support effective deliver of services commissioned by Public Health or other commissioners (across the council, NEL ICB, OHID, UKHSA and other NHS providers) that impact on population health and health inequalities.
19.	Provide public health input to influence programmes commissioned by other commissioners within and outside the council, that will impact on the health of the Tower Hamlets population with the aim of improving, or mitigating any risks to, health and wellbeing
20.	Work directly with the public and within communities to coproduce initiatives to improve population health and reduce health inequalities.
21.	Develop approaches to working with whole population and targeted population groups to support behaviour change.
22.	Work with colleagues across the public health directorate, the council and external partners to ensure commissioned programmes are high quality, integrated into the wider portfolio of local services, have strong pathways to ensure equitable benefit.
Evaluation, Innovation, Research	
23.	Develop, implement or oversee the implementation of a comprehensive evaluation strategy, including economic evaluations, of interventions that have been implemented to make progress against aspirations.
24.	Work with academic partners, community organisations and providers to identify and take forward a collaborative programme of research relating to aspirations.
25.	Build and contribute to the evidence base around delivery against aspirations and disseminate through conferences and publication of papers.
26.	Understand, apply and champion the principles of research governance and ethics.
Developing Public Health skills and leadership	

27.	Apply relevant accredited public health competency frameworks to assess strengths and areas for improvement for self, any staff they manage or volunteers they supervise.
28.	Develop a Personal Development Plan to identify areas to develop his/her competence as a Public Health leader.
29.	Support team members in developing their personal development plans.
30.	Have responsibility for a programme of public health development across the department to support staff to develop public health skills
31.	Have responsibility for the establishment of a Public Health network and training programme across the council and with partners in the NHS and non-statutory sector supporting wider development of Public Health knowledge, skills and resources
32.	Contribute to the training programme for F2/Specialist Registrars in public health as appropriate, and to the training of practitioners and primary care professionals within the locality
<b>Management of budget and resources</b>	
33.	Lead, motivate and manage the work of a public health staff team, including regular individual supervision, performance management and bi-annual appraisal of staff in accordance with all Council requirements, and supporting individual professional development, including coaching and mentoring where appropriate.
34.	Oversee and manage development of team work plans that reflect the priorities of the public health service and to ensure that all individual work plans are aligned.
35.	Proactively manage budget(s) £5-12 million for key public health programmes and internally and externally commissioned service contracts in line with council procedures including providing appropriate budget estimates and expenditure projections and ensuring that budgets are not exceeded and that value for money is secured.
36.	Provide oversight and matrix management of the wider public health delivery team that deliver the public health improvement programmes through commissioned contract activity

37.	Report regularly to the Associate Director for Public Health on staff and budget issues and identify at an early stage matters that require senior management resolution.
<b>CORPORATE RESPONSIBILITIES</b>	
38.	Ensure that all duties and responsibilities are performed in accordance with all Council's Policies and Procedures including Financial Regulations, Standing Orders, Personnel Policies and Procedures, Health and Safety Policy etc.
39.	Participate in the Council's performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescale.
40.	Promote and comply with the Council's Equal Opportunities Policy in the opposition and eradication of all forms of discrimination, promotion of the duty of inclusion and to ensure all services are accessible to all users
41.	Operate and utilise information and communications technology as appropriate to the post's areas of responsibility and to assist with the identification and development of new ICT applications that would improve the efficiency of the service
42.	Keep abreast of professional developments, legislative changes and best practice, attending Continuing Professional Development courses as appropriate and applying updated knowledge to present work programmes and sharing information gathered on courses, including providing training for other staff
43.	Undertake any other duties of a similar nature, within any team of the Section and at any location within the Borough, which may arise from time to time and which are commensurate with the grade of the post and within the capabilities of the post-holder
44.	Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme. To engage and develop all staff in the team to ensure they

	have clear personal development plans
45.	Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area

### **OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

## TOWER HAMLETS PERSON SPECIFICATION

## Public Health Programme Lead

Person Specification for the Post of Public Health Programme Lead (LP08).		Essential(E) or Desirable(D) (if applicable)	Method of Assessment : Application (A) Test (T) Interview (I)
Please note * <b>and in bold italic font</b> denotes criteria used for shortlisting			
Knowledge	<b>1. In depth understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.</b>	<i>E</i>	<i>A/T*</i>
	2. Good understanding of the nature and sources of routine and ad hoc health, social care and wider public health data sets	E	A/T/I
	3. Good understanding of NHS, local government cultures, structures, policies and the interface between health and social care.	E	A/I
	<b>4. Understanding of social and political environment and of the policy research and evidence landscape in relation to the portfolio.</b>	<i>E</i>	<i>A/I*</i>
	5. In depth understanding of health inequalities, the main health and interventions to effectively promote recovery, health and wellbeing.	E	A/T/I
	<b>6. Knowledge of the methods of developing clinical quality assurance, quality improvement, evidence based clinical and/or public health practice for populations with high health needs and/or risk factors.</b>	<i>E</i>	<i>A/I*</i>
	7. Good understanding of community engagement, community mobilisation and community empowerment to promote health and wellbeing.	E	A/1
	8. Good understanding of the Faculty of Public Health	D	A

	(FPH) training programme and equivalent competency frameworks		
<b>Qualifications &amp; Experience</b>	9. Masters level qualification in Public Health or related subject or equivalent professional qualification	D	A*
	<b>10. Significant experience of public health and/or commissioning practice at a senior level and at a practical level to improve health and wellbeing.</b>	<b>E</b>	<b>A*</b>
	<b>11. Extensive experience of undertaking health needs assessment, health care evaluation, equity audits, clinical and non-clinical audits or quality assurance, health strategy and policy development</b>	<b>E</b>	<b>A*</b>
	12. Extensive experience of conducting literature reviews, critical appraisals and communicate findings to a wide range of stakeholders	E	A
	<b>13. Strategic thinker with proven leadership skills including strategic planning, policy development and implementing change across different organisational settings.</b>	<b>E</b>	<b>A/I*</b>
	14. Ability to transform research evidence into effective health information that can be used to improve health and wellbeing	E	A
	16. Strong commitment to public health principles who is self-motivated, proactive and innovative	E	I
	17. Adaptability to circumstances which are unplanned or unforeseen.	E	I
	18. Commitment to team working and demonstrating effective interpersonal, motivational and influencing skills with respect and consideration for the skills of others.	E	I

	<b>19. Excellent project management skills including budgetary management and management of substantial commissioning portfolios.</b>	<i>E</i>	<i>A/I*</i>
	<b>20. Extensive resource management including staff management and the ability to work with people of all capabilities and attitudes</b>	<i>E</i>	<i>A/I*</i>
	<b>21. Excellent communication and presentational skills (oral and written) including dealing with the media</b>	<i>E</i>	<i>A/T/I*</i>
	22. Substantially numerate, with highly developed analytical skills using qualitative and quantitative data.	<i>E</i>	<i>A/T/I</i>
	23. Computer literate with excellent IT skills including use of databases, Powerpoint, Excel, Word, statistical packages, knowledge of GIS systems.	<i>E</i>	<i>A/T/I</i>
	24. Training and mentoring skills	<i>E</i>	<i>A/I</i>
<p><b>Living the TOWER Values sets out the essential behaviours required of all staff.</b></p> <p><b>They are aligned to the organisation's five T O W E R Values</b></p>			
We work <b>TOGETHER</b> across boundaries and with partners to achieve the best outcomes for Tower Hamlets	<b>24. Building relationships</b> Takes action to improve team culture and improve relationships across the council and with partners to achieve the best outcomes.	<i>E</i>	<i>A/I</i>
	<b>25. Collaborating</b> Looks for ways to collaborate with others early on, to achieve the best outcomes	<i>E</i>	<i>A/I</i>
We are <b>OPEN</b> and transparent	<b>26. Communicating Clearly</b> Thinks about the people they communicate with and adjusts their style accordingly.	<i>E</i>	<i>A/I</i>
	<b>27. Being approachable</b>	<i>E</i>	<i>A/I</i>

	Approachable and seeks regular internal and external feedback from people to improve how they and others do things improve how they and others do things		
We are <b>WILLING</b> to challenge, innovate and be accountable	<b>28. Being Accountable</b> Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A/I
	<b>29. Improvement and Innovation</b> Leads the way and encourages others, so they achieve continuous improvement with measurable benefits.	E	A/I
We empower each other to be <b>EXCELLENT</b> and go the extra mile	<b>30. Having purpose &amp; personal motivation</b> Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best.	E	A/I
	<b>31. Focusing on Support and Wellbeing</b> Promotes well-being at work and checks-in with team members, signposting to support where needed	E	A/I
We <b>RESPECT</b> all communities, they are the heart of everything we do	<b>32. Respecting diversity and being inclusive</b> Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.	E	A/I
<b>Additional Requirements</b>	Willingness to work outside of contracted hours in the evenings and weekends subject to notice.	E	A
	To comply with the requirement to carry out a DBS check on this role.	E	A
	To comply with the requirements relating to	NA	

	political restrictions for this role. <i>(Must be included if post designated 'politically restricted')</i>		
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