



LONDON BOROUGH OF MERTON
PUBLIC HEALTH DEPARTMENT
JOB DESCRIPTION

POST TITLE: Consultant in Public Health

Grade: Band 8d

DIVISION/SECTION: Public Health, Community and Housing

Location: 3rd Floor Civic Centre

Responsible to: Kay Eilbert Director Public Health

Responsible for: Public Health Commissioning Manager

Post number:

Date: 12/05/2013

1. MAIN PURPOSE

The post holder will be employed by the London Borough of Merton as part of the Merton Public Health Team and will be responsible for leading development and delivery of the adult public health agenda, as well as the health promotion portfolio. The person will work closely with the Clinical Commissioning Group.

2. MAIN DUTIES AND RESPONSIBILITIES

This position is a senior leadership role within the Merton Public Health service. The post holder will work as part of the public health senior management team, providing public health leadership, advice and support to public health practitioners within the public health department, to colleagues and departments across the Council and to other partner organisations.

The Public Health service is undergoing a period of transformation following the recent transition of public health to the local authority. The post holder will play a key role in managing change and transition within the public health

department and in the public health function more widely, as well as day to day operational activities of the department. All consultants within the Department will have a role to play in supporting and working closely with other departments within the Council in order to improve health and well being outcomes for the population of Merton and to tackle health inequalities. The post holder will provide public health support and advice to the Merton Clinical Commissioning Group which is coterminous with the London Borough of Merton. The post holder will also develop and maintain key partnerships with primary and secondary care, clinical networks, the voluntary sector and the wider community.

The post holder will lead and manage a programme of work focused on the adult public health agenda, including long term conditions and integrated care. S/he will need to develop strong working relationships and joined-up approaches across the Council, with a particular emphasis on links to adult social care, joint commissioning and the Clinical Commissioning Group. The post holder will be expected to contribute to the design and delivery of the public health 'core offer' to the Merton Clinical Commissioning Group.

The postholder will have experience supporting and implementing service development and redesign across care pathways, including population interventions for prevention and case finding, primary, secondary and palliative care. The postholder will lead and support the strategic development, commissioning, delivery, evaluation and performance management of programmes and services designed to improve health and reduce health inequalities in these key areas.

The postholder will advocate at a senior level for change in policies and programmes to address health inequalities in these areas more effectively.

The post holder should have experience in and advanced skills to analyse, complex public health issues, undertake needs assessment, research and critical appraisal to inform evidence-based public health interventions.

The post holder will have the ability to cope with multiple and changing demands, and be able to meet tight deadlines – including flexibility and resilience in a demanding and fast changing environment.

A high level of intellectual rigour, political awareness, negotiation and motivation skills and flexibility are required.

A high level of tact, diplomacy and leadership is required and an ability to understand other cultures, advise, challenge and advocate to enable effective working across organisational boundaries and influencing without direct authority.

The post-holder will manage relevant Public Health staff and delegated budgets. He/she may be asked to take on delegated tasks on behalf of the Director of Public Health as well as representing the Director of Public Health and the service at meetings and events, as required.

Areas of work will change over time as projects come to an end and the needs and priorities of the department and organisation change. All consultant portfolios are subject to review during this period of transition.

3. KEY TASKS

The postholder will undertake the following:

- Be responsible for the development, implementation and delivery of strategic plans, programmes and policies focused on improving the health and wellbeing of the population of Merton and reducing health inequalities;
- Provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for developing high quality, equitable health and social care services and programmes, across primary, secondary and social care, and across sectors including local government, the NHS, the community and voluntary sectors;
- Develop and utilise information and intelligence systems to underpin public health action across disciplines, Council departments and organisations, leading the collation, interpretation and dissemination of relevant data and information;
- Manage relevant staff and deliver a training programme as part of the job e.g. training Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees;
- Budget management - authorised signatory, budget or delegated budget holder (budget/department/service);
- Lead on public health research, commission research audits/projects, and undertake research or audit.

4. MANAGEMENT ARRANGEMENTS

The postholder will be managerially & professionally accountable to the Director of Public Health.

S/he will manage a team of a commissioning manager and others linked to their areas of responsibility, depending on a forthcoming review of department staffing

5. PROFESSIONAL OBLIGATIONS

The postholder will be expected to:

- Participate in the London Borough of Merton's staff appraisal scheme and departmental audits, and ensure appraisal and development of any staff for which s/he is responsible

- Contribute actively to the training programme for Foundation Year Doctors/SHOs/Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees as appropriate, and to the training of practitioners and primary care professionals within the locality.
- Pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health Register or other specialist register as appropriate.

6. ADDITIONAL INFORMATION

The job description will be subject to review in consultation with the postholder and in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health. All consultant portfolios are subject to review during this period of transition.

CORE COMPETENCY AREAS

Surveillance and assessment of the population's health and well-being

- To design, develop and utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations
- To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the Local Authority, the NHS and voluntary organisations
- To write and/or contribute to national and local reports on the health of the population of Merton

Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services

- To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for developing high quality equitable services, across primary, secondary and social care, and across sectors including local government, the NHS, voluntary organisations, in potentially contentious and hostile environments where barriers to acceptance may exist
- To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries
- To be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.

Policy and strategy development and implementation

- To lead on behalf of the Board of the Merton Clinical Commissioning Group on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets.
- To act in a senior, expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health functions.
- To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

Leadership and collaborative working for health

- To take the lead role on behalf of the Merton Clinical Commissioning Group in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and/or reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors and by

taking lead responsibility with a defined local authority. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.

- To lead on the integration of health, social care and voluntary sector provision to improve outcomes and patient/user experience for the population of Merton.
- To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors

DEFINED COMPETENCY AREAS

Health Improvement

- To be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas. This may include engagement with a wide range of statutory and non statutory sector partners and their staff to raise awareness and achieve engagement in their public health role.
- To take a senior leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
- To provide expert knowledge to ensure effective community involvement and engagement in the work of the breadth of work of the public health department, including commissioning and prioritisation decisions, and to ensure the effective interpretation, development and implementation of policies and programmes at all levels.

Health Protection

- To take responsibility for assuring the safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including adult immunisation targets.
- To communicate effectively and diplomatically with a wide audience including the media and the public in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

Service Improvement

- To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances providing highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health
- To be responsible for implementation of NICE or equivalent national standards/guidance and frameworks within areas of work.
- To support the development of local clinical networks, where appropriate, clinical governance and/or audit.

Public Health Intelligence

- To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
- To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.
- To lead on, plan and design agreed aspects of the assessment of health needs, health inequalities, and health impact assessment, to identify areas for action within the local population based on the best available evidence and to be responsible for short and long term planning and for providing advice on the treatment of groups of populations

Academic Public Health/ Research and Development

- To undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service development and delivery and reduce health inequalities.
- To develop links with Public Health England and academic centres as appropriate to ensure the work of the organisation is based on a sound research and evidence base.
- To develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including across the local authority, with NHS partners and the voluntary sectors, by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health.

GENERAL CONDITIONS

Terms and conditions of service

- The post is subject to general NHS Terms and Conditions of Service and relevant London Borough of Merton employment policies.
- Those candidates who meet the requirements for appointment as a Consultant in Public Health Medicine will be eligible for the NHS Consultant Contract, salary scale £75,249 to £101,451, plus a London Weighting of £2,162.
- Those candidates appointed as Consultants in Public Health will be eligible for NHS Agenda for Change Band 8d salary £65,922 to £81,618, plus an Outer London Weighting paid in accordance with Agenda for Change Pay Circular 1/2013.

NHS Pension Scheme

- The London Borough of Merton is currently applying for Direct Employers Status which will enable future applicants to access the NHS Pension Scheme providing they satisfy the relevant criteria.
- If the conditions are not met then the Local Government Pension Scheme will be available.

Indemnity

- As the postholder will only be indemnified for duties undertaken on behalf of the London Borough of Merton the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of the Clinical Commissioning Group.

Flexibility

- The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

- A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

- Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

Data protection

- The post holder is required to maintain the confidentiality of information about patients, staff, Council and NHS business in accordance with the Data Protection Act 1984. Where it is known that a member of staff has communicated information to unauthorised persons, he or she will be liable to disciplinary proceedings.

Health and safety

- All employees have a duty under the Health & Safety at Work Act 1974 to comply with safe systems of work established by the Council which include the maintenance of a safe working environment for patients, visitors and employees.
- In particular, the post holder is expected to make positive efforts to promote his/her own personal safety and that of others by taking reasonable care of work by carrying out requirements of the law or by following recognised codes of practice.

Smoking policy

- The employing organisation has a policy that smoking is not allowed in the work place.

Equal opportunities policy

- It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the post holder must at all times carry out his or her responsibilities with regard to the Council's Equality and Diversity Policies.

Risk Management

- The post holder has a responsibility in the promotion of a Risk Management culture by ensuring that all risks in the workplace (including work practices and environment) are identified, assessed and reported for inclusion in the Risk Register, as set out in the any policies and procedures.
- The post holder is expected to comply with the provisions of the Incident Reporting and Management Policy and attend mandatory training provided to support implementation.

Business Continuity/Civil Emergencies

- In the event of a major incident or emergency situation, the post holder will be expected to undertake any other duties as required to maintain business continuity.
- This may include work outside of the post holder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust.
- However, the post holder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with the London Borough of Merton.



LONDON BOROUGH OF MERTON
COMMUNITY AND HOUSING DEPARTMENT
PERSON SPECIFICATION

POST TITLE: Consultant In Public Health
Grade:
12/5/2013

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005.

Education/Qualifications	<i>Essential</i>	<i>Desirable</i>
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Voluntary Register (UKPHR) for Public Health Specialists	X	
If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice	X	
Public health specialist registrar and specialist trainee applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview ; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers [see shortlisting notes below for additional guidance]	X	
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Personal qualities		

Strong commitment to public health principles	X	
Able to prioritise work, and work well against a background of change and uncertainty	X	
Adaptable to situations, can handle people of all capabilities and attitudes	X	
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active, and innovative	X	
High standards of professional probity	X	
Experience		
Project management skills	X	
Staff management and training	X	
Practical experience in facilitating change	X	
Budget management skills	X	
Training and mentoring skills	X	
Scientific publications, presentation of papers at conferences, seminars etc		X
Skills		
Strategic thinker with proven leadership skills	X	
Excellent oral and written communication skills (including dealing with the media)	X	
Effective interpersonal, motivational and influencing skills	X	
Ability to respond appropriately in unplanned and unforeseen circumstances	X	
Good presentational skills (oral and written)	X	
Sensible negotiator with practical expectation of what can be achieved	X	
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	X	
Computer literate	X	
Ability to design, develop, interpret and implement policies	X	
Ability to concentrate for long periods (e.g. analyses, media presentations)	X	
Resource management skills	X	
Knowledge		
High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	X	
Understanding of local government	X	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	X	
Understanding of social and political environment	X	
Understanding of local authorities and social services	X	
Understanding of NHS	X	