

Job Description

Job Title	Public Health Practitioner (Addictions)
Directorate	Adults Social Care and Health
Service Area	Public Health
Grade	9
Competency Level	2
Salary	£48,474 - £53,577
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To provide commissioning and programme support relating to addictions (tobacco/ alcohol/ drugs) to improve health and reduce inequalities and harms across Liverpool.

Directly Responsible For:

Not applicable

Directly Responsible To:

Advanced Public Health Practitioner.

Main Areas of Responsibility:

- The role will support a senior team around a portfolio of health improvement programmes and services, specifically relating to addictions (tobacco/ alcohol/ drugs) which aim to maximise health and wellbeing opportunities for local people across the life course and reduce health inequalities in Liverpool.
- Support the Advanced Practitioner in the development and implementation of City-wide strategies to reduce harms from tobacco and alcohol.
- Support the Advanced Practitioner in commissioning, delivery, evaluation and performance management of tobacco/ alcohol/ drug services.
- Support the Advanced Practitioner to effectively utilise additional Section 31 Local Authority grants related to tobacco control and other grants as necessary.
- Support the Advanced Practitioner to develop local delivery plans, performance frameworks and ensuring all monitoring arrangements are in place.
- Assist in risk management tasks and highlight any potential risks around projects to the Advanced Practitioner. Investigate the causes of any variance from target / plan and proactively contribute to the implementation of solutions / resolution including the risk management and escalation processes.
- Support the needs assessment process including completion of equality impact assessments.
- Analyse and interpret complex data and guidance information from a range of sources e.g., Fingertips, Action on Smoking & Health (ASH), Office for Health Improvement and Disparities (OHID), National Institute of Health and Care Excellence (NICE) NHS Digital Local Alcohol Profiles for England.

- Lead on engagement and consultation in the evaluation, development and redesign of services/programmes.
- Coordinate and support relevant contract meetings and multi-agency partnership meetings as required (e.g., Tobacco Control Alliance, Combatting Drugs Partnership) including, agenda planning, taking action notes, ensuring milestones are met.
- Chair and co-ordinate relevant working groups for designated programme areas.
- To produce written reports, documentation and briefings and deliver verbal presentations to a range of audiences including elected members, partnership groups and Directorate in the designated work area.
- Production of accurate, informative and timely performance reports to be prepared to meet departmental, corporate, partnership and government requirements.
- Represent the Council at local, regional, and national events and meetings as required.
- Work collaboratively with other council and health functions (for example legal, finance, communications, procurement) to ensure the achievement of agreed priorities and goals.
- Respond to and advise on queries from partners, both internal and external, such as freedom of information requests, LCC staff, commissioned services, treatment providers, Office for Health Improvement and Disparities (OHID) and the Home Office.
- Contribute to the development of communications, including media (radio, press, websites and resources and social media), in partnership with, community, council and wider stakeholders.
- Support the Advanced Practitioner in horizon-scanning for changes to national guidance and strategy in the designated work area.
- To provide flexible cross cover for other members of the Public Health team to ensure that existing and emerging priorities are delivered.

- Act as a professional role model to all staff within the Local Authorities and all stakeholder agencies setting explicit standards for professional practice.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.
- Specific areas of work will be agreed each year with the Public Health Lead and Advanced Practitioner reflecting the priorities within the public health business plan.

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or equivalent formal qualification in a related discipline (A)
- Evidence of continuous personal development (A)
- Experience of developing/working within a multi-disciplinary team or way of working (A)

Experience

Essential

- Significant experience of working in tobacco control and reducing alcohol-related harm and commissioning services (A/I)
- Experience of proactively multi-agency working e.g., primary and secondary care settings, public protection, third sector and housing association, police, community and voluntary sector (A/I)
- Experience of developing/working within a multi-disciplinary team or way of working (A/I)

Desirable

- Experience working with internal partners in a complex multi-functional organisation

Skills/Abilities

Essential

- Detailed knowledge of the national and local policy context of tobacco control and alcohol misuse (A/I/P)
- Excellent written and oral communication skills, including report writing and presentation skills using a range of IT functions such as MS PowerPoint, Excel, Word and teams among others (A/I)
- Excellent organisational, negotiation and inter-personal skills and the ability to articulate complex issues simply and effectively (A/I)
- Have an adaptable and flexible approach to work/working arrangements, including working independently (A)
- Ability to negotiate and influence, resolving contentious issues and finding outcomes to challenging situations (A/I)
- Excellent proactive analytical and problem-solving skills (A/I)

Desirable

- Ability to operate effectively within tight timescales, financial constraints, and a demanding working environment
- Accounting for expenditure from a committed budget

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council