

Job Description

Job Title	Senior Public Health Practitioner (Business Support)
Directorate	Adult Social Care and Health
Service Area	Public Health
Grade	10
Competency Level	2
Salary	£54,916 – £60,640
Job Type	Office Based/Hybrid
Location	Liverpool City Council – Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

Support the Public Health Principal to support and contract manage a range of contracts across the Public Health portfolio.

Directly Responsible For:

Leads on a number of specialty areas across the Department, and manages staff as required.



Directly Responsible To:

Public Health Principal

Main Areas of Responsibility:

- Support the Public Health Principal to commission and contract manage a range of contracts across the Public Health portfolio
- Work effectively within the public health department and partners across Liverpool to support commissioning and finance priorities
- Contribute to the Development of local action plans for own specialised work areas in partnership with relevant agencies
- Contribute to Project planning, development and co-ordination of public health programmes to promote health and reduce health inequalities
- Support the annual cycle of business planning for the Public Health Directorate, including production of annual plan, monitoring of delivery, and quality improvement process including audit activity
- Support sector led improvement and governance assurance process for the Public Health team
- Working with colleagues across the Public Health Directorate and with relevant Providers, and external agencies, support a wide and varied work programme and establish service cost effectiveness and quality. Operate within an evidence-based, outcomes focused environment
- Operate within current management information framework, reporting to enhance decision making processes for the public health team
- The post holder will be expected to be able to cope with multiple and changing demands and to meet tight deadlines. They will apply negotiation, motivation skills and flexibility to deal with a demanding work programme. Tact and diplomacy is required as is an ability to work across organisational boundaries and to work with internal and external colleagues

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

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:

- Long periods of sitting and standing

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 **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.

Personal 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 related discipline (A, I)

Desirable

- Specialist public health knowledge acquired over a significant period or through extended specialist training
- Evidence of ongoing professional development (e.g. post grad short courses/conferences)

Experience

Essential

- Extensive experience of public health commissioning of which an important part should have been at senior management level (A, I)

Desirable

- Evidence of In-depth involvement and/or skills in sector led improvement.
- Experience of leading, developing and monitoring of contracts for clinical and none clinical contracts across health and social care
- Experience of project development, leadership and evidence of innovative practice
- Experience of managing staff and teams
- Experience of developing, leading and sustaining multi-agency partnerships
- Experience of managing budgets and projects within resources
- Experience of management of change
- Evidence of strategic and forward thinking
- Experience of procurement, business intelligence and finance processes to deliver new contractual agreements and establish service reconfigurations

Skills/Abilities

Essential

- Skills in high level analysis of complex data and the ability to make judgements based on analysis. In depth knowledge of Public Health Principles and Practices, PH evidence base, epidemiology, statistics, health economics and community development approaches (A, I)
- Excellent oral and written communication skills (A, I)
- Excellent influencing, negotiation and persuasion skills to achieve change.
- Computer literacy including Microsoft and statistical packages (A, I)
- Ability to work autonomously and manage own workload (A, I)

Desirable

- Ability to rapidly assimilate a diverse range of information and facts.
- Ability to see 'big picture' and think strategically. Ability to lead, motivate and develop others
- Understanding of social and political environment
- Understanding of partnership working with statutory and voluntary organisations and the ability to facilitate strategic partnership working
- Evidence of project management/leadership
- Knowledge of public health infrastructure including NHS, Local Authority, regional and national structure. Understanding of public health practice and health improvement/health inequalities
- Ability to work in emotionally charged or distressing situations. Ability to perform when periods of intense concentration are required, and deliver against a background of change and uncertainty
- Ability to work collaboratively with a wide range of individuals and organisations
- Ability to lead and manage staff to deliver agreed objectives.
- Able to work to tight and demanding deadlines
- Ability to carry out health needs assessment audits and evaluate plans and services
- Ability and capacity to think strategically, creatively, widely and openly and to analyse complex problems and develop solutions

Commitment

Essential

- Strong Public Health leadership with commitment to Public Health principles (A, I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to the aims and objectives of the Liverpool City Council Public health Department in particular the reduction of health inequalities
- A commitment to the principles of health improvement and reduction of inequalities
- Commitment to 'you can make a difference' culture
- Understanding of and commitment to equal opportunities

Other

Desirable

- Ethical self-management
- High level of flexibility
- Respectful, diplomatic, discreet, with understanding of confidentiality at all levels
- Ability to travel between different sites