



Job Description

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

Job Purpose

To support, manage and monitor a range of contracts across the Public Health portfolio.

Directly Responsible For:

NA



Directly Responsible To:

Public Health Principal.

Main Areas of Responsibility:

- Support the Public Health Principal to provide key support for the public health team to manage and monitor a range of processes for the commissioning and contract management functions 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 programme 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:

- Public Health Practitioner (Business Support)

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 of public health team 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:

- None

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

- Extensive experience of commissioning of which an important part should have been at senior management level (A/I)
- Evidence of In-depth involvement and/or skills in sector led improvement (A/I)
- Experience of leading, developing and monitoring of contracts for clinical and non-clinical contracts across health and social care (A/I)
- Experience of managing staff and teams (A/I)
- Experience of developing, leading and sustaining multi-agency partnerships (A/I)
- Experience of managing budgets and projects within resources (A/I)



Desirable

- Experience working with internal partners in a complex multi-functional organisation (A/I)
- Experience of project development, leadership and evidence of innovative practice (A/I)
- Experience of management of change (A/I)
- Evidence of strategic and forward thinking (A/I)
- Experience of procurement, business intelligence and finance processes to deliver new contractual agreements and establish service reconfigurations (A/I)

Skills/Abilities

Essential

- Excellent communication skills (A/I)
- Ability to operate effectively within tight timescales, financial constraints and a demanding working environment (A/I)
- Accounting for expenditure from a committed budget (A/I)
- Ability to rapidly assimilate a diverse range of information and facts (A/I)
- Computer literacy including Microsoft and statistical packages (A/I)
- Ability to work autonomously and manage own workload (A/I)
- Excellent influencing, negotiation and persuasion skills to achieve change (A/I)
- Understanding of partnership working with statutory and voluntary organisations and the ability to facilitate strategic partnership working (A/I)
- Evidence of project management/leadership (A/I)



- Knowledge of public health infrastructure including NHS, Local Authority, regional and national structure. Understanding of public health practice and health improvement/health inequalities (A/I)
- Able to work to tight and demanding deadlines (A/I)

Desirable

- 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)
- Ability to see 'big picture' and think strategically. Ability to lead, motivate and develop others (A/I)
- Understanding of social and political environment (A/I)
- 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 (A/I)
- Ability to work collaboratively with a wide range of individuals and organisations (A/I)
- Ability to lead and manage staff to deliver agreed objectives (A/I)

Commitment

Essential

An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (A)