

Job Description

Job Title	Public Health Practitioner (Business Support)
Directorate	Adults Social Care and Health
Service Area	Public Health
Grade	9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Office Based/Hybrid/Homeworker
Location	Liverpool City Council – Cunard Building
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	A7879

Job Purpose

To support the effective delivery of our Public Health service; working closely with senior leaders to drive operational excellence across programmes, manage business-critical processes and ensure robust governance, quality improvement, risk-management and programme support functions.

Directly Responsible For:

NA

Directly Responsible To:

Senior Public Health Practitioner (Business Support)

Main Areas of Responsibility:

- Support public health business plan development and delivery as well as the development, review and reporting of the Public Health business plan
- Lead the development and delivery of the sector led improvement programme of work for the public health team including monitoring and reporting to SMT
- Lead on the monitoring and reporting of risk for the public health team
- Maintain and update the business continuity plan for the public health team including testing the plan and providing updates to senior managers, public health team and corporate leads.
- Maintain and support the public health and corporate forward plan process and lead on the forward planning process for the team including commissioning, contract management with update reports developed for senior management team
- Work effectively within the public health department within the adult social care and health directorate, and with NHS partners (NHS England, local NHS Trusts) to offer business support and advice on corporate functions and processes as well as budget and finance support.
- The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. They will be expected to apply intellectual rigour, negotiation, and motivation skills and flexibility, to analyse, and make judgements about complex issues. Tact and diplomacy is required and an ability to work across organisational boundaries and influence without authority.
- Priority areas will be reviewed to take account of changing priorities of the organisation, and post holders will be expected to take responsibility of new priority areas as agreed.

Supervision and Management Responsibility:

- Provide a supervisory and programme management role for the business support function of the team delivered by programme support officers
- Ensuring activities are planned to include meaningful one to one conversation, 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

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

Essential

- Significant experience of leading business and service management processes to improve delivery and impact. This should include business planning, forward plans, performance monitoring, risk management, business continuity planning and governance (A/I)
- Significant experience of leading sector led improvement activity and monitoring (A/I)
- Experience of developing/working within a multi-disciplinary team or way of working (A/I)

Desirable

- Experience of proactively working with partners, both internal and external (A/I)
- Experience working in a complex multi-functional organisation (A/I)
- Experience developing team development plans including identifying and procuring as appropriate formal and informal training. (A/I)

Skills/Abilities

Essential

- 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)
- Ability to apply programme management approach to successfully deliver complex projects / programmes of work. (A/I)
- Ability to apply evidenced based quality improvement tools to improve outcomes (A/I)
- Ability to operate effectively within tight timescales, financial constraints and a demanding working environment (A/I)

Desirable

- Accounting for expenditure from a committed budget (A/I)
- Ability to provide guidance and mentoring to programme support officers to successfully learn and apply business & programme management approaches (A/I)

Commitment

Essential

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

