# Senior Health Programme Advisor

# Job Description

**Role Profile** Level 1 - Specialist BCP Band K/Level 2 - Specialist BCP Band L

**Service/Team** Public Health and Communities

**Reports to** Head of Programmes

**Responsible for** Line Management of Health Programme Advisors

**Number of posts** 1

**Post number** 113821

**Career Grade** n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** delivering programmes of work to improve and protect the health and wellbeing of the BCP population and work to reduce health inequalities.

**Job Overview**

To provide specialist public health expertise to inform, influence and deliver Public Health mandated commissioning and/or non – mandated programmes of work ensuring a needs led, evidence based, cost effective and outcome focused approach to improve and protect the health of the population of Bournemouth, Christchurch and Poole.

**Level 1 Senior Health Programme Advisor**

## Key Responsibilities

* Take the lead role in service developments and projects within a specific

specialised Public Health programme area(s) as required in line with overall objectives of the Public Health and Communities service plan. This may include the mandatory programmes (e.g. NHS Health Checks, National Child Measurement Programme, Sexual Health, Health Protection) or other non-mandatory programmes (e.g. healthy places, mental health and other health improvement projects).

* In line with strategic programme objectives, be responsible for robust commissioning and

contract management processes.

* To contribute to the assessment of health needs, health inequalities and health impact

assessment in relation to specific programme areas.

* To be flexible and use appropriate judgement to address gaps in information, and

evidence, balancing different options for delivery.

* To take the lead in developing and delivering innovative initiatives spanning more than

one programme area, population or place with accountability for key outcomes.

* To ensure that evidence based, cost-effective and outcome focused public health

principles are considered during the development of initiatives, interventions or

programmes within their team.

* To ensure coordinated and integrated working across related areas within their team

to effectively, efficiently and equitably meet public health objectives.

* Build and maintain effective communication and working relationships with a range of

internal and external stakeholders, including local authorities, Police, NHS, Regional and

voluntary sector staff at all appropriate levels.

* Strategically influence stakeholders to develop strategies, action plans, initiatives and

policies to deliver agreed local Public Health outcomes.

* To co-ordinate evaluation and monitor programme delivery and performance.
* To be responsible for ensuring data quality and as such the integrity of management

information through the proper use and safekeeping of data and record systems both

manual and computerised.

* Line management of a team of staff, including participation in recruitment and selection,

supervision and personal development, address any grievance or performance issues,

allocation of staff resource.

* To act as an authorised signatory for small payments in line with the agreed Scheme of

Delegation.

* The post-holder has a personal duty of care to safeguard and promote the welfare of

children, young people and Adults at Risk in line with the Policies and Procedures within

the Pan-Dorset Safeguarding Children and Adults Partnerships.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Specific Qualifications and Experience

* Masters level or equivalent level of experience in Public Health or related field to demonstrate highly specialist post specific knowledge across the range of work procedures and practices, underpinned by theoretical knowledge.
* Recent previous experience within a comparable role including commissioning and contract monitoring.
* Recent previous experience of working within a customer focused environment.
* Recent previous supervision/management experience including, recruitment and selection, performance management and team and people development.
* Experience of multi-agency/partnership working and strategically influencing to achieve desired outcomes.
* Experience of data management/record systems management.
* Project management qualification and/or experience.

## Personal Qualities & Attributes

* Specialist knowledge/training in relevant Public Health specialities or areas of particular expertise.
* Knowledge of Health, Education and Social Care partnerships including the scope of Integrated Care systems.
* Knowledge and familiarity of a full range of administrative procedures, including keyboard skills, Microsoft office packages.
* Flexibility and resilience to respond to conflicting demands and prioritise effectively.
* Ability to use own initiative and work autonomously within sphere of responsibility.
* Excellent communicator and negotiator – verbal and written communication skills.
* Ability to exercise tact and diplomacy.
* Ability to analyse situations and provide a resolution.
* High level of attention to detail.
* Ability to analyse and interpret complex statistical data issues.

## Job Requirements

* The post holder will need to have a basic DBS check
* The post holder must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* The post holder will be working to conflicting deadlines which will require constant re-prioritisation of tasks across work programmes. They will work with a range of individuals and organisations which may involve conflicting demands on their time and resources.

**Level 2 Senior Health Programme Advisor**

Appointment to Level 2 will be subject to the postholder undertaking the following additional responsibilities and accountability for:

* Provide specialist and technical advice and instruction on Public Health Programmes including:
  + Health Inequalities / Locality Programmes responsible for decisions on: Joint Strategic Needs Assessment narratives; prioritising system insights work; Action Learning Sets; reducing unwarranted variation in service access and outcomes; Place and neighbourhood based / Primary Care Network plans: Health & Wellbeing Board and empowering community strategies.
  + Health Protection – responsible for decisions on: Local Outbreak Management with/on behalf of organisations to minimise risk and contain local infection rates. Collaborative partnership work with key organisations and sectors to ensure Response and Recovery decisions and plans adhere to national operating guidance. In response to incoming enquiries decide appropriate actions in line with guidance, particularly complex decisions escalated from the HPA Health Protection Response team.
  + Commissioning and contract Management – responsible for leading a task and finish commissioning team to design and procure services including Public Health Mandated Programmes (Children and Young People’s Public Health, Sexual Health, Health Checks, Health Improvement). Responsible for decisions on the procurement strategy using options appraisals; selecting appropriate stakeholder and partnership engagement activities; modelling finance and resources to inform the procurement evaluation scoring and weighting; service improvement approaches which ensure safeguarding of vulnerable residents; selecting evidence-based quality assurance models and how impact will be measured, evaluated and manged through the contracts.
  + Behaviour Insight – Responsible for decisions on; selecting appropriate methodologies to produce insight reports which have a significant implication for commissioning and relevant service design, for example recommending to the CCG screening and immunisation programme ways to improve uptake and reduce inequality.
* Lead a programme of work, involving the direct management of staff and co-ordination with strategic partnerships.
* Attend partnership meetings and contribute to decision making by using knowledge of evidence-based practice which may include significant service design for the most vulnerable residents; financial and resource allocation; recommending changes to operational guidance and/or implementation for Public Health services.
* Deputise as appropriate for Heads of Programme at Strategic Partnership Programme meetings including Governance Boards. Where appropriately briefed, have delegated responsibility for decision making at the meetings, which may include significant service design for the most vulnerable residents; financial and resource allocation; recommending changes to operational guidance and/or implementation for Public Health services.

Appointment to Level 2 will be subject to the postholder demonstrating the additional knowledge and experience criteria below:

**Specialist Knowledge and Experience**

* Advanced knowledge, skills and abilities and evidence of continuous professional development in relevant Public Health Specialities and or areas of particular interest e.g. Health Protection, Commissioning, Behaviour Insight/Change, Sexual health, Children and Young People, Healthcare Public Health or Healthy Places.
* Experience of leading a professional team in specialist area
* Experience of leading on development/initiatives in specialist area
* Experience of working in complex and or strategic partnership environments
* Experience of using evidence-based practice to influence significant service design, financial and resource allocations and recommending changes to operational guidance and policy
* Experience of representing Public Health at Local Partnerships and/or Governance Boards using communication skills appropriate to the audience

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.