

Job Title: Oral Health Liaison Officer	Service Area: Public Health	
Directorate: Adults & Health	Post Number: LBNJE-878256944	Evaluation Number: 7930
Grade: PO3	Date last updated: August 2026	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Principal Accountabilities:

Strategy, Planning and Programme Delivery

- To support the planning, development, implementation and delivery of public health programmes and projects, with a particular focus on improving oral health outcomes across Newham.
- To support the implementation, monitoring and continuous improvement of the borough's oral health strategy, action plans and oral health improvement programmes.
- To train, support and quality assure early years settings, schools and other participating organisations delivering the Supervised Toothbrushing Programme (STP), ensuring compliance with national guidance, programme fidelity, infection prevention and control standards, the aim of reducing oral health inequalities and improving outcomes for children, families and vulnerable communities
- To support the planning, promotion and delivery of public health and oral health campaigns, community engagement activities and events.

Intelligence, Evidence and Quality Improvement

- To support the development of an understanding of the health and oral health needs of Newham's population through needs assessments, population health intelligence, data analysis, evidence reviews and stakeholder insight.
- To support the monitoring, evaluation and quality improvement of public health services and programmes, including oral health improvement initiatives, ensuring they are effective, evidence-based and responsive to local needs.
- To support the development and monitoring of key performance indicators, programme outcomes and quality improvement measures, producing reports, briefings, dashboards and presentations as required.
- To support the Public Health team in delivering evidence-based work by accessing, appraising and applying research, guidance and best practice to inform interventions and service development.

Partnership Working and Influencing

- To develop and maintain effective partnerships with Council services, NHS organisations, Community Dental Services, schools, early years settings, primary care providers, VCSF organisations, NFA Warehouse colleagues and other key stakeholders to improve health and oral health outcomes.
- To build productive working relationships with organisations and stakeholders to support collaborative programme delivery and the embedding of oral health across wider system priorities.
- To represent the Public Health team at partnership meetings, stakeholder forums, operational groups and networks relevant to oral health and wider public health priorities.
- To promote health improvement through partnership working, community engagement, local media, healthcare providers, Council services and community organisations.
- Oral Health Improvement, Training and Workforce Development
- To coordinate and support the delivery of the borough's oral health improvement programme across a range of settings, including early years, educational, healthcare and community environments.
- To coordinate and deliver training and support to early years settings, schools and community partners in relation to the Supervised Toothbrushing (STB) Programme and other oral health improvement initiatives.
- To support the recruitment, engagement and retention of settings participating in the Supervised Toothbrushing Programme, working closely with Community Dental Services and other delivery partners.
- To support the planning, coordination and delivery of borough-wide oral health training programmes, workshops and awareness-raising activities for professionals, practitioners and community organisations.
- To work with Community Dental Services, NHS partners, schools, early years settings and commissioned providers to increase access to preventative oral health interventions and support improvements in fluoride varnish application rates.

Operational Delivery and Community Engagement

- To provide operational, analytical and technical support to the delivery of oral health programmes and projects, including maintaining programme records, monitoring systems, dashboards and performance data.
- To support engagement with residents and communities through consultations, surveys, focus groups, events and outreach activities to inform programme development and service improvement.
- To act as a point of contact for stakeholders, partners and community organisations regarding oral health programmes and initiatives, ensuring effective verbal, written and electronic communication.

Professional Responsibilities

- To maintain a commitment to continuing professional development within the field of public health and oral health improvement.
 - To undertake other duties appropriate to the level and nature of the post that may reasonably be required to support the delivery of the Public Health function.
 - In discharging the duties of the post, to have regard to Health and Safety legislation, data protection requirements, safeguarding responsibilities, the Council's Equality, Diversity and Inclusion policies, and corporate and departmental aims, values and objectives.
 - This role description is intended as a guide to the responsibilities of the post and is not exhaustive and may be amended following consultation with the post holder to reflect changing service needs and priorities.
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Overall Purpose of the JoB

- To provide strategic, operational and project support for the planning, delivery, monitoring and evaluation of oral health improvement programmes across Newham, with a particular focus on the Supervised Toothbrushing Programme (STB). The post holder will support partnership working, workforce development, quality improvement, data analysis and community engagement activities to improve oral health outcomes and reduce health inequalities for children, families and vulnerable communities.

Key responsibilities include:

- Coordinating and supporting the delivery of the Supervised Toothbrushing Programme across early years settings and schools.
- Supporting the promotion of oral health initiatives through stakeholder engagement, communications, marketing materials, events and awareness campaigns.
- Coordinating programme logistics, including the distribution of toothbrush packs, oral health resources and equipment.
- Maintaining and developing programme monitoring systems, dashboards and performance reports.
- Supporting data collection, analysis and reporting to inform quality improvement and programme development.

- Working closely with Community Dental Services, NHS partners and education settings to increase programme participation and improve preventive oral health outcomes, including fluoride varnish uptake.
- Supporting the delivery of borough-wide oral health training and workforce development initiatives.
- Acting as a key contact for stakeholders and partners regarding oral health programmes and responding to enquiries in a professional and timely manner.
- Ensuring compliance with data protection, safeguarding and information governance requirements.
- Contributing to service development, quality improvement and the achievement of local and national oral health priorities.
- To support the development and monitoring of key performance indicators, project outcomes and quality improvement measures, producing reports, briefings and presentations as required.
- To develop and maintain effective partnerships with Council services, NHS organisations, Community Dental Services, schools, early years settings, primary care providers, VCSF organisations, NFA Warehouse colleagues and other key stakeholders to improve health and oral health outcomes.
- To represent the Public Health team at partnership meetings, stakeholder forums, operational groups and networks relevant to oral health and wider public health priorities.
- To promote health improvement through community events, local media, partnership working, other Council departments, healthcare partners and community organisations.
- To maintain a commitment to continuing professional development within the field of public health and oral health improvement.
- To undertake other duties appropriate to the post that may reasonably be required from time to time to support the delivery of the Public Health function.
- To undertake other duties appropriate to the level and general nature of the duties of the post. In discharging the duties of the post, have regard to the provisions of Health and Safety legislation, safeguarding requirements, the Council's Equality, Diversity and Inclusion policies, and corporate and departmental aims, values and objectives.
- This role description is intended as a guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder and in line with service requirements.

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE Postgraduate qualification in health promotion, public health, health psychology or related discipline, or equivalent professional experience and/or training. Knowledge of public health and of using a balanced evidence base to inform and support programmes of work that improve the health of the population. Understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation.	Application Application / Test / Interview

DESIRABLE CRITERIA Knowledge of oral health promotion, prevention programmes and evidence-based oral health improvement approaches. Understanding of supervised toothbrushing programmes, fluoride varnish initiatives and wider oral health improvement interventions. Experience of working with children, families, schools, early years settings or community-based health improvement programmes. Awareness of the factors influencing oral health inequalities and approaches to reducing them. Experience of supporting training, engagement or quality assurance activities within healthcare, education or community settings.	Application / Interview
EXPERIENCE Proven experience of using project management skills and knowledge of public health competencies to support the commissioning, implementation and evaluation of a range of initiatives. Proven experience of supporting multi-agency collaboration and supporting work at a strategic level across multi-professional and multi-agency partnerships to improve health and wellbeing and/or address health inequalities. Proven experience of conducting research including audits/surveys, literature reviews, critical appraisal of evidence from a range of sources, to inform and develop public health programmes. DESIRABLE CRITERIA: Experience of working within a dental, oral health or healthcare setting. Experience as a Dental Nurse or working within a Community Dental Service, General Dental Practice or other dental service environment.	Application / Interview Application / Interview Application / Interview Application / Interview
SKILLS AND ABILITIES: The ability to support the implementation of evaluations and surveys that inform project and programme management to improve outcomes. Excellent communication skills and the ability to work with a range of partners, to support the development of locally appropriate and innovative public health programmes. The ability to lead and contribute to health promotion campaigns, reports, resources and tools for a variety of audiences. Excellent verbal and written communication Ability to travel to locations to meet the requirements of the service	Interview Application / Test / Interview Interview Application / Test / Interview Application
PERSONAL STYLE AND BEHAVIOUR:	

Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met	Application, Interview
Commitment to working in an open and collaborative way with the public health team, partners and residents	Application, Interview
Commitment to tackling health inequalities	Application, Interview
OTHER SPECIAL REQUIREMENTS:	