

Job Description



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| Job Title: Public Health Officer (Early Years) | Service Area: Public Health | |
| Directorate: Adults & Health | Post Number: TBC | Evaluation Number: 6727 |
| Grade: PO2 | Date last updated: February 2023 | |
| <p>People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.</p> <p>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.</p> <p>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.</p> <p>Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p> | | |

Overall Purpose of Job

This post will support Public Health programmes focused on maternity and the early years.

The post holder will contribute to work covered by Priority 1 of Newham's Health and Wellbeing Strategy and assist with the planning, development, implementation and monitoring of public health interventions and programmes, services and strategic plans. Collaboration with a range of partners and stakeholders will be an integral part of this role.

Job Summary

Duration: 12 months, fixed term

Hours: 36 hours per week

The post holder reports to Senior Public Health Strategist/Lead for Maternity and Early Years.

The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Communication

- a) To involve and consult local stakeholders in all appropriate local public health policies and guidance. This may include stakeholders such as commissioners, other council departments, maternity, early years professionals, primary care, other health providers, voluntary and faith groups and residents.
- b) To promote and ensure a high profile and awareness is maintained of activity that promotes health improvement through community events, local media, other council departments and borough wide partners.
- c) To offer, develop and deliver workshops to increase local knowledge and awareness of public health areas by engaging with a variety of stakeholders, for example, local community groups, health care professionals, early years providers and resident groups.
- d) To produce and deliver regular written and verbal updates to a wide audience including GP practices, early years staff, Council meetings and community groups, updating on service development, NICE guidance, best practice and health promotion activities.
- e) To work in collaboration with local stakeholders, including statutory and non-profit making organisations and local communities to develop and implement plans for early years interventions and health improvement programmes.
- f) To support with overseeing and running multi-agency meetings related to public health areas such as childhood immunisations, oral health and Healthy Start vitamins.
- g) To develop health promotion and engagement plans for key maternity and early years priorities for the Public Health team.

2. Health improvement

- a) To contribute to the planning, development, and assessment/evaluation of policies and programmes designed to promote health and/or address health inequalities, using a range of public health and health promotion competencies.

- b) To support with the undertaking of needs assessments in key public health priority areas
- c) To support key stakeholders with the implementation of local delivery plans, corporate objectives, local and national policies and public health initiatives.
- d) To support with evaluating health inequalities and their impact on population groups by working with Health Intelligence, other sections of the Council and relevant maternity, early years and health bodies, to collate, analyse and interpret appropriate data from a variety of sources and analyse data to inform assessment of needs, development of strategies, action plans, and evaluations.
- e) To support the achievement of the Department's, Local Authorities and North East London's objectives for prevention and health inequalities.

3. Quality

- a) To maintain a commitment to continuing professional development within the field of public health.
- b) To provide public health advice to a range of programmes and to ensure that projects and other initiatives are delivered and informed by a clear evidence base.

4. Other Duties

- a) Any other duties as appropriate to the needs of the department, commensurate with the grade of the post.
- b) 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, the Council's Equality and Diversity policies and corporate/departmental aims, HEART values and objectives.

Personal Specification



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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.

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.

| CRITERIA- Essential | Desirable | METHOD OF ASSESSMENT |
|---|------------------|--|
| <p>KNOWLEDGE</p> <p>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.</p> <p>Understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation.</p> <p>Some knowledge or understanding of the early years.</p> | | <p>Application / Test / Interview</p> |
| <p>EDUCATION/QUALIFICATIONS</p> <p>Postgraduate qualification in health promotion, public health, health psychology or related discipline, or equivalent professional experience and/or training.</p> | | <p>Application</p> |
| <p>SKILLS AND ABILITIES:</p> <p>Ability to understand and present basic epidemiology</p> <p>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.</p> <p>The ability to lead and contribute to health promotion campaigns, reports, resources and tools for a variety of audiences.</p> <p>Excellent verbal and written communication</p> <p>EXPERIENCE:</p> <p>Some experience of using project management skills and knowledge of</p> | | <p>Interview</p> <p>Application / Test / interview</p> <p>Interview</p> <p>Application / Test / interview</p> <p>Application and Interview</p> |

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| <p>public health competencies that could have been gained through voluntary roles</p> <p>Understanding of research methods including experience of literature reviews</p> | | <p>Application and Interview</p> |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met</p> <p>Commitment to working in an open and collaborative way with the public health team, partners and residents</p> <p>Commitment to tackling health inequalities</p> | | <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> |
| <p>OTHER SPECIAL REQUIREMENTS: This post requires an enhanced DBS check.</p> | | |