

Job Description



Job Title: Public Health Assistant Strategist	Service Area: Public Health	
Directorate: Adults & Health	Post Number: 39927 and 10022899	Evaluation Number: 6489
Grade: P03-P04	Date last updated: April 2023	

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.

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.

Corporate parent

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.

Overall Purpose of Job

Working collaboratively with colleagues, this post will support Public Health programmes as a vehicle for reducing inequalities and improving health in Newham. This is a generic public health post and the post holder will be required to work on a variety of health topics supporting the wider public health department.

The post holder will contribute to work on the assessment of local health needs and assist in the interpretation and implementation of public health policies, national

guidance and the evidence base to increase healthy in Newham. They will participate in 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 essential. They will also review public health interventions and evaluate their impact and cost-effectiveness.

Opportunities to progress by post grade is in place marked by milestones met in the job description and reaching annual objectives.

Job Context

The post holder reports to a Consultant in Public Health.

The post holder will 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 healthy schools, children's centres, other council departments, school nurses, primary care, Integrated Care Board, other health providers and community groups.
- b. To promote and ensure a high profile and that awareness is maintained of activity that promotes health improvement through community events, local media, other council departments and healthcare 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, schools and early years sites and patient groups.
- d. To produce and deliver regular written and verbal updates to a wide audience including GP Practices, school staff, Council meetings, Integrated Care Board and community groups updating on service development, NICE guidance, best practice and health promotion activities.
- e. To support and/or lead multi-agency meetings related to public health areas, as may be required.

- f. To work in collaboration with local stakeholders, including statutory and non-profit making organisations and local communities to develop and implement plans for health improvement programmes.
- g. To develop and maintain working relationships with appropriate departments in the London Borough of Newham, Integrated Care Board, NHS England, Public Health England and other relevant networks.

2. Project Management

- a. To contribute to the planning, development, commissioning, implementation 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 manage projects including evaluations and surveys, supervise allocated staff and monitor associated budgets to achieve identified outputs and outcomes.
- c. To support key stakeholders with the implementation of local delivery plans, corporate objectives, local and national policies and public health initiatives.
- d. To evaluate health inequalities and their impact on population groups by working with Health Intelligence, other sections of the councils and relevant 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 Integrated Care Board objectives for prevention and health inequalities.

3. Education and Training

- a) To work in partnership with local stakeholders to identify training needs and develop and oversee the procurement of training to build capacity of staff in all settings, as appropriate.
- b) To provide relevant public health expertise to inform programmes and strategic development for partnership working and future commissioning

4. 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.

5. Other

- 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, values and objectives.

Personal Specification



Job Title:	Service Area:	
Assistant Public Health Strategist	Public Health	
Directorate:	Post Number:	Evaluation Number:
Adults & Health	39927 and 10022899	6489
Grade:	Date last updated:	
PO3/P04	April 2023	

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	Application / Interview

<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>Application / Interview</p>
<p>EXPERIENCE</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>EDUCATION AND 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>Excellent written and verbal communication skills. This must include the ability to write effective reports and correspondence, communicating complex information concisely and to make effective presentations to a variety of audiences. This will include briefing papers for the Director</p> <p>Ability to provide pro-active personal support to senior managers to ensure best use of their time and energy</p> <p>Ability to oversee budgets</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>The ability to support the implementation of evaluations and surveys that inform project and programme management to improve outcomes.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p>	

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 confidentiality in support senior management on sensitive issues	Application, Interview
Commitment to tackling health inequalities	Application, Interview
OTHER SPECIAL REQUIREMENTS:	
Basic DBS	Pre-Employment