

## Job Description



<b>Job Title:</b> Public Health Support Officer - Apprentice	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults and Health	<b>Post Number:</b> Various	<b>Evaluation Number:</b> 6392
<b>Grade:</b> Apprentice Grade London Living Wage rate Scale 5	<b>Date last updated:</b> May 2022	

### **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.

### **COMMITMENT TO AND UNDERSTANDING OF NEWHAM VALUES**

**Honesty** – Clear and accountable communication regarding tasks carried out

**Equality** – Demonstrating an inclusive approach when engaging with colleagues and others

**Ambition** – Committing to completing the apprenticeship programme and delivering high performance

**Respect** – Valuing the non-judgemental and confidential nature of the space created for residents and colleagues, and taking on board their experiences, feedback and suggestions.

**Together** – Connecting up with other parts of the service / council promoting collaborative, supportive working

### **COMMITMENT TO PERSONAL LEARNING**

To successfully complete the Apprenticeship, not only must the apprentice meet the performance standards required, but individuals must also meet the off-the job learning requirements.

## **The Public Health Apprenticeship**

This is a three-year apprenticeship to support the post holder to develop as a public health practitioner, through a combination of academic study and work-based learning. You will earn while you learn and develop to the standard required for registration as a Public Health Practitioner with the UK Public Health Register (UKPHR), primarily through placements with the Public Health Team. As well as working in the Public Health Team, you may undertake a variety of placements with other teams over the three years.

### **Overall Purpose of Job**

- To learn and develop technical knowledge, practical experience and wider skills and behaviours through vocational study and on the job training.
- To gain an understanding of the work of the public health team, a good knowledge of the wider organisation and local government, in general and of key partnerships for improving health.
- To assist the work of the public health team in providing specialist public health advice and supporting other council teams and partners to improve health and reduce health inequalities
- To become competent in the job role, at the level you are training for, by the end of the apprenticeship. To increase employability and career prospects.

### **Job Summary**

We are looking to recruit a Public Health Apprentice to support a variety of projects across the public health department. The candidate will play a central role in helping to deliver public health programmes to reduce inequalities and improving health in Newham. They will work under supervision in specified areas of public health, to plan, deliver and evaluate public health initiatives.

This is an entry level, public health development post and, as such, the post holder will develop specialist knowledge and skills, to carry out projects across the breadth of public health practice. The post holder will undergo a programme of on-going development and education, to build on existing knowledge and develop skills to deliver specialist public health advice and initiatives and meet competencies required to undertake the role.

The successful candidate will have:

- Excellent organisational and project management skills
- Administrative experience in organising project meetings and resources
- Excellent communication and team-working skills
- Confidence in using different Microsoft packages
- A can-do and flexible attitude to problem solving

## **Key Tasks and Accountabilities:**

Reporting to one of our Public Health Strategists, the Public Health Apprentice will have delegated responsibility for providing administrative support to various projects public health projects including the planning, implementing, monitoring and evaluation of public health priorities and programmes.

Key tasks will include:

- Develop, and contribute to a range of public health priorities, applying relevant quality improvement, programme, project and change management methodologies appropriately to deliver agreed objectives
- Measure, monitor and report population health and wellbeing; health needs, risks, and inequalities; infectious disease surveillance; and the use of services
- Identify, appraise and communicate the evidence base for the most effective practice and the delivery of value for money in public health. Promote population and community health and wellbeing, addressing the wider determinants of health and health inequalities
- Develop and support the implementation of policies and strategies to improve health outcomes and reduce health inequalities.
- Plan and manage own administrative and project support tasks, providing support to several staff simultaneously across a number of projects.
- Organise meetings, draft agendas, take notes and future actions and follow up with attendees as required to ensure actions are completed and project timelines are on track
- Communicate with others to improve health outcomes and reduce health inequalities, including delivery of complex information. Draft communications for different audiences and communication channels
- Contribute to the development of effective relationships with a range of individuals and stakeholders. Support the development and implementation of partnership initiatives for public health action and improvement.
- Support community engagement with residents and other stakeholders in the work of the public health team, e.g. drafting surveys, transcribing focus groups, carrying out interviews to help residents to complete surveys, as well as direct interaction with members involved in projects etc.
- Research and gather information to support projects and other work across the team.
- Support the formatting of documents for publication.
- Contributing to team plans as appropriate.
- Other appropriate duties as required.

The post holder may be required to work evenings and the occasional public holiday in order to meet service requirements.

## Person 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.

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CRITERIA- Essential	METHOD OF ASSESSMENT
<b>EDUCATION/QUALIFICATIONS</b>	
Public Health Apprenticeship Eligibility requirements	Application and Interview
High degree of ICT literacy (Outlook, Excel, Word, PowerPoint, Access and document management systems).	Application and Interview

<p><b>SKILLS AND ABILITIES:</b></p> <p><b>EXPERIENCE:</b></p> <p>Experience of administrative work.</p> <p>Good verbal and written communication</p> <p>Experience of working within a team and co-ordinating and administrating multiple tasks at the same time (for several colleagues simultaneously).</p> <p>Experience of data entry and analysis</p> <p>Experience of drafting, note taking and producing accurate and succinct minutes.</p> <p>Experience of working effectively both in a team and as an independent individual.</p>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></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>