Public Health Support Officer - PE0472016
£19,238 - £24,717
Permanent – Working 36.50 hours per week
10 Woodcock St, Birmingham B7 4BL

We have an exciting opportunity to join a multi-disciplinary public health team in the largest local authority in the country. We are looking for an experienced individual to join our Public Health Function as a Support Officer. The role is on a full-time permanent basis, in the Council Collaboration thematic area.

You will play a key role as the Directorate for People aims to improve the quality of life for the people of Birmingham today, tomorrow and always.

This role will focus on supporting Officers and Senior Officers in integrating Public Health across the Council, as well as the work of the Future Council and Combined Authority. The role will support any activities related to delivering a range of delegated Council functions. The role will involve working with a range of partners, including staff, citizens and communities to support the identification of local priorities and production and implementation of delivery plans, protocols, processes and strategies. There will also be a requirement to establish and maintain a range of databases that will enable the delivery of any delegated statutory duties, such as Information Governance and Data Protection.

This is an ideal opportunity for somebody who: Has experience of dealing with financial standing instructions, raising purchase orders and processing invoices and claims in-line with Council Policy and procedures; has experience of supporting effective new models and initiatives in order to reduce demand and improve population health and wellbeing; understands relevant policy environment and Public Health priorities; has the ability to plan and organise events, meetings, workshops and engagement sessions and supporting partnership working.

For an informal discussion regarding this opportunity, please contact Mo Phillips, mo.phillips@birmingham.gov.uk

Ref No: PE0472016

Closing date: 20 January 2017
Interview date: 31st January 2017 & 1st February 2017

Please e-mail your completed application form to: applicationsPRI@birmingham.gov.uk

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
People Directorate

Job Description

Post: Support Officer – Public Health  Grade: GR3

Division: People Directorate  Section: Public Health

Our Vision

The Directorate for People aims to improve the quality of life for the people of Birmingham today, tomorrow and always. Our vision is to create a city which provides:

- A good childhood, for the best start in life.
- A great education to give the best chances for life.
- Promoting people's recovery and inclusion in the most independent life.
- Where needed, planning ahead across the life course.
- The best care and health outcomes for life.

The Public Health Function (PHF) is an integral part of this vision, responsible for developing the Council into a 'Public Health Engine' one which actively promotes population good health and enables all Birmingham citizens to make healthier choices. This will be achieved through the continual championing of the health and wellbeing of all people across the city, but especially the most vulnerable.

1. **Job Purpose**

The collective activities required by GR3 Support Officers working flexibly across the PHF to meet business needs are outlined below under the relevant theme headings. There is also an expectation that Officers will need to work across, and with other theme areas as well as the wider Directorate, Council, NHS and stakeholder organisations.

- Provide support functions to the Public Health team across the relevant thematic functions.
- Support the wider Public Health service through a range of regular communication updates.
- To work in partnership across a wide range of stakeholders establishing relationships to support delivery of agreed priorities and outcomes for citizens.
- To collect and analyse data in order to inform Public Health activity and support performance management.
- To support the delivery of continual development of change within Public Health, showing an understanding of lean principles.
• To maintain an evidence base that supports the delivery of improved outcomes through innovative practice.
• To contribute to reports, briefing documents and presentations as and when required by team leads.
• To process the claims and expenses for staff, GPs, pharmacists and any relevant others in line with financial standing instructions and NHS and Council policy.
• To order stock and non-stock items, raise purchase orders and process invoices in line with Council policy and procedures.
• To plan and organise events, workshops and engagement sessions as and when required.

2. **Public Health Function: Key Principles**

• Provide robust information and intelligence to inform decision-making across the Council and with external stakeholders
• Responsive to opportunities, priorities and demand
• Deliver mandated functions
• Reduce health inequalities in Birmingham
• Act consistent with the core values of the Council2
• Taking responsibility willingly
• Encourage innovation
• Enable a flexible and adaptable workforce

3. **Duties and Responsibilities Duties**

The broad function of each Support Officer role can be understood through the following context. More specific activities are described under ‘Key Responsibilities’ below.

- **Support Officer – Council Collaboration:** This role will focus on supporting Officers and Senior Officers in supporting the work of the Future Council and Combined Authority. The role will support any activities related to delivering a range of delegated Council functions. The role will involve working with a range of staff, citizens, communities and districts to support the identification of local priorities and production and implementation of local delivery plans, protocols, processes and strategies. There will also be a requirement to establish and maintain a range of databases that will enable the delivery of any delegated statutory duties, such as Information Governance and Data Protection.

- **Support Officer – Public Health Innovation:** This role will focus on supporting Officers and Senior Officers working on activities related to behavioural change, intelligence dissemination, supporting innovation and evidence gathering of best practice. The role will require supporting a range of projects in helping to test and evaluate effectiveness of interventions. The post holder will be required to produce briefing reports and regular communication updates on the work within this service area. In addition, the post holder will maintain a range of databases and stakeholder networks to support key relationships that will enable the delivery of the innovation activities(s).
• Support Officer – NHS Support: This role will focus on supporting Officers and Senior Officers working on the clinical and specialist elements of the Public Health model taking forward any relevant support functions assigned. The post holder will undertake generic support activities that will enable delivery of improved outcomes for Citizens. They will maintain an evidence bank of clinical good practice in order to ensure that service developments and improvements are evidence-based and services are delivered to a high quality standard. In addition, the post holder will maintain a range of databases and stakeholder networks to support key relationships that will enable the delivery of the contracted activities(s) and mandated duties. The post holder will contribute to the development of quality assurance frameworks across the wider NHS and Council. This will include working with citizens, providers and CCGs to build in the citizen’s experience. The role will provide relevant support to undertaking citizen surveys and meeting with a range of diverse communities.

**Key Responsibilities**

**Council Collaboration**

• To support continuous improvements in performance, cost and quality to ensure KPIs, key outcomes and targets are achieved in line with Council and partner priorities, statutory and community requirements.
• To support and inform the targeting of resources in areas that will achieve the greatest impact on improving citizens’ health and wellbeing.
• To provide support to the strategic and operational development of the Health and Wellbeing Board as directed by Managers and Senior Officers.
• To support the work on the Combined Authority, devolution, Future Council and other relevant areas of work, providing subject matter expertise.

**Public Health Innovation**

• To support the identification of new models and initiatives from across the spectrum of health and social care that can reduce demand and improve health and wellbeing.
• To support Officers and Senior Officers in the development of integrated approaches to behavioural change.
• To support the testing and evaluation of new types of approaches as part of the wider behavioural economics approach.
• To support the communication and dissemination of good practice, sharing lessons learned across partners and stakeholders.
• To support project management through the monitoring of progress, risks and issues.

**NHS Support**

• To support collaborative work with allied professionals, e.g. Health Visitors, to ensure seamless care and support for school age children at key life events such as transition in and out of educational establishments.
• To support the assessment of health needs of children, young people, schools and wider communities ensuring children are not disadvantaged through ill health or social circumstances.
• To support the work with schools in the planning, co-ordination and delivery of health education programmes.
- To support and participate in the delivery of a range of health improvement programmes.
- To support the development of services through research and audits highlighting evidence-based best practices.

**Professional Development and Behaviours**

- To maintain personal and professional development in order to meet the changing demands of the role.
- To promote and maintain the Birmingham Way behaviours at all times, leading by example.
- To keep up to date with relevant professional developments.
- To contribute to the team’s effectiveness by developing and sharing best practice.
- To attend and actively participate in appropriate training activities both internal and external.
- To encourage and support others in their learning, development and training.
- To develop productive working relationships with colleagues.

3. **Supervision Received**

**Supervision Required**

- Supervision Officer: Senior Officer/Offer (Supervision is by Matrix Management)
- Level of Supervision: Receive support to plan own work to ensure the meeting of defined objectives.

**Supervision Given** (excludes those who are indirectly supervised i.e. through others).
None

**Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act
- A DBS check may be undertaken
- Observance of the City Council’s Equal Opportunities Policy will be required.
People Directorate

Person Specification

Post: Support Officer – Public Health  Grade: GR3
Division: People Directorate  Section: Public Health

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>Education/Qualifications</strong></td>
<td>1. Must be prepared to continue with on-going professional development within the role.</td>
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<td><strong>NB: Full regard must be paid to overseas qualifications.</strong></td>
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<td><strong>Experience</strong></td>
<td>1. Understanding of collaborative approaches. Able to follow pre-determined procedures.</td>
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<td>(Relevant work and other experience)</td>
<td>2. Has experience of writing briefings and reports.</td>
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<td>3. Experience of dealing with financial standing instructions/financial payment process raising purchase orders and processing invoices and claims in-line with Council Policy and procedures.</td>
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<td>4. Experience of monitoring performance outcomes and identifying issues.</td>
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<td>5. Experience of supporting effective new models and initiatives in order to reduce demand and improve population health and wellbeing.</td>
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<td>6. Understanding of relevant policy environment and Public Health priorities.</td>
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<td>7.</td>
<td>Experience of establishing and maintaining databases/spreadsheets.</td>
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<td>8.</td>
<td>Experience of planning and organising events, meetings, workshops and engagement sessions and supporting partnership working.</td>
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### Skills & Ability

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<td>1.</td>
<td>Able to support active stakeholder engagement. Demonstrates good interpersonal communication skills.</td>
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<td>2.</td>
<td>Ability to identify initiatives that reduce demand and improve health and wellbeing.</td>
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<td>3.</td>
<td>Understands the link between outputs and outcomes in meeting the needs of citizens.</td>
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<td>4.</td>
<td>Understands project management methodology and can apply principles when necessary.</td>
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<td>5.</td>
<td>Ability to analyse, interpret and evaluate data/information.</td>
<td>A &amp; I</td>
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<td>6.</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</td>
<td>A &amp; I</td>
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### Values & Behaviours

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<tr>
<td>1.</td>
<td>Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race, religious belief, gender, age, disability, sexual orientation, appearance or position.</td>
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<td>2.</td>
<td>Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.</td>
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<td>Criteria</td>
<td>Desirable requirements for specific posts</td>
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<td>Intelligence</td>
<td>1. Ability to analyse, interpret and evaluate population data/information using specialist IT systems.</td>
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<td>NHS Support</td>
<td>1. Understanding of the Public health priorities for improving health and wellbeing of children and young people.</td>
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<td>Council Collaboration</td>
<td>1. Demonstrable knowledge of local and national policy environment</td>
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<td>Innovation</td>
<td>1. Ability to undertake research and identify evidence based best practices.</td>
<td>A &amp; I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.