Service Manager - Public Health Intelligence
£41,551 -£ 51,936
10 Woodcock Street, Aston
Working 36.5 hrs per week

We have a vacant post within the Intelligence section of a multi-disciplinary public health team in the largest local authority in the country. This is a rare opportunity for a highly skilled individual to join a Public Health Intelligence Team as a Service Manager.

You will manage part of the Intelligence team, developing and managing the collection of data and the production of intelligence which will inform the development of policy, strategic development and strategic commissioning intentions across the Directorate.

You will have a wide range of data and analytical skills that can be applied to understanding and addressing the public health challenges within the city. We are looking for people of the highest calibre whose knowledge and skills will help us provide the best possible service. We are happy to consider individuals from a range of academic and professional backgrounds with the ability to apply their skills to addressing public health issues. Most importantly we want to make a difference to the lives of people who live and work in Birmingham.

Informal enquiries, to the contact details below:
Wayne Harrison, Wayne.Harrison@birmingham.gov.uk

Closing Date: 17 March 2017

Interview Dates: W/C 03 April 2017

"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."
Directorate for People

Job Description

Post: Service Manager – Public Health Intelligence  Grade: GR6
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' 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.

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 Council
- Taking responsibility willingly
- Encourage innovation
- Enable a flexible and adaptable workforce

Strategic Context

The PHF approach has been designed to respond to organisational business needs and strategic change within the Council as well as political forces outside of it, improving Citizens' health and wellbeing outcomes. The PHF reflects the priorities of the Future Council Programme, Combined Authority and supports the commissioning-led approach of the Council led by the Commissioning Centre of Excellence. The PHF is designed to ensure that it can respond flexibly to these demands through both supporting and driving change, demonstrating excellence in Intelligence, NHS Support, Public Health Innovation and
Council Collaboration. The PHF is at the core of improving health and wellbeing in Birmingham.

The delivery of an effective intelligence-led approach based on a set of agreed principles will require significant cultural and structural change – where the citizen is at the heart of what we do and each and every member of the Public Health workforce willingly and actively takes responsibility for their actions. The PHF will establish the basis for:

- Leading, managing and supporting an intelligence-led approach within the Directorate for People, City Council and into wider joint/collaborative stakeholder arrangements, particularly with the NHS.
- A workforce with the managerial and professional skills and capacity needed to sustain continuous improvements, respond to and drive change.
- Structures, systems, processes and relationships that support excellent service delivery.
- Moving towards a whole systems approach across the Council.
- A workforce with the capacity, skills and knowledge to deliver effectively on NHS mandatory responsibilities.
- Developing and sustaining relationships to support effective use of the PHF within and beyond the Directorate.
- Building on the Localisation agenda, developing local solutions that draw on all the assets of an area and to integrate public services and build resilience in communities.
- Supporting population behavioural change through a variety of approaches especially through the use of technological/digital capability.
- Improving and maintaining organisational resilience, especially in business critical areas.
- Ensuring that Public Health is a key component in the development of a Combined Authority in the West Midlands.
- Embedding the citizen voice across all relevant activities within the PHF.

Role Context

There are four variations of Grade 6 (GR6) Manager level within the PHF which reflect the requirements of the four thematic areas. Each GR6 Manager will be required to deliver on a selection of the key responsibilities listed under the relevant themes below.

The vision, principles and strategic context highlighted above are reflected through this job description. It describes the collective responsibilities and activities required by GR6 officers to meet business need.

Role Purpose

The collective activities required by GR6 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.

- The role will work flexibly and adapt to business needs and priorities in a manner that supports a positive culture of change.
- To influence and deliver key policy and planning activity across Birmingham with your subject matter expertise and specialism shaping priorities and outcomes.
To ensure that the service delivers against key Directorate, Council and NHS priorities and targets, as well as operating within cash limit / activity budgets set out in the Council's financial plans.

To manage and support the continual development of change within Public Health ensuring it is lean and effective making best use of resources and delivering value for money.

To lead the development of relationships with internal and external stakeholders to deliver services and support that result in improved outcomes for citizens.

The post holder will be required to communicate, present and provide highly complex information to a wide range of internal and external stakeholders across a range of settings.

To develop and manage an evidence base that supports the delivery of improved outcomes through innovative practice.

Manage training and development of Public Health Interns and Apprentices and others.

Prepare and present reports on key Public Health activity to Elected Members and other senior stakeholders, including the Directorate Management Team and CCGs.

To manage, prioritise and allocate work based on business need.

To ensure duties related to Safeguarding are adhered to.

To deliver and advise on relevant national guidance and implementation.

Take overall responsibility for the delivery of Equality Analyses relating to service changes as required by the 2010 Equality Act.

Post Context

The broad function of each Service Manager role can be understood through the following context. More specific activities are described under 'Key Responsibilities' below.

**Service Manager – Intelligence:** The post holder will manage part of the Intelligence team. The post holder will develop and manage the collection of data and the production of intelligence which will inform the development of policy, strategic development and strategic commissioning intentions across the Directorate. The post holder will support the Assistant Director in ensuring that the function is able to provide comprehensive intelligence through data gathering, analysis and research as required internally, by external partners and statutory or regulatory bodies. These activities will drive a continuous improvement and performance management culture by providing an evidence base to support decision making, evaluate effectiveness, accessibility, and quality of personal and population-based health services.

All posts will manage and be managed according to the Council’s Matrix Management principles demonstrating a flexible and adaptable working approach.

Key Responsibilities

Intelligence
To provide, maintain and disseminate Public Health intelligence, informing business decisions across the Council and NHS.

To support the development of commissioning activities through managing the delivery of evidenced based best practice.

To deliver on the prioritisation functions and investment through evidence gathering including population, district and ward profiling.

To provide robust research techniques and analytical rigour to Service Evaluation.

Undertake and oversee highly complex statistical and epidemiological analysis of datasets, comparative statistics and trends over time.

Present complex epidemiological and statistical information to a variety of audiences which will include both those with and without an understanding of statistical techniques

Delivery of the statutory requirement of JSNA.

To manage regular data quality audits and propose changes or redesigns to address issues that arise.

To provide support to deliver the Public Health Annual Report and Health and Wellbeing Plan.

Manage as required qualitative and quantitative information and lead appropriate analysis to develop and support robust business cases and contribute to projects

Manage process of rapid evidence review and critical appraisal of clinical interventions to support individual funding requests.

To ensure that the Intelligence team maintains awareness of relevant policy environment.

Develop and maintain relationships with the academic community and identify opportunities for collaboration.

Delegate responsibility for dealing with requests for data from GPs using MSDi data collection tool and other Public Health data.

To manage and track the delivery of KPIs.

Manage delivery of Health Impact Assessments on behalf of the Directorate.

**Professional Development and Behaviours**

To deputise for Assistant Director/Service Lead as required.

To maintain personal and professional development in order to meet the changing demands of the role.

To promote and maintain organisational values and behaviours at all times, leading by example.

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.

Supervision Required
• Supervision Officer: Assistant Director/Service Lead (Supervision is by Matrix Management)
• Level of Supervision: Plan own work to ensure the meeting of defined objectives.

Supervision Given
• Postholder will be required as necessary to manage staff within their Team/Area

Special Conditions

☐ This vacancy is exempt from the Rehabilitation of Offenders Act.
☐ A Disclosure and Barring Service check will be undertaken.

Observance of the City Council’s Equal Opportunities Policy will be required.
# Directorate for People

## Person Specification

**Post:** Service Manager – Public Health Intelligence  
**Grade:** GR6

**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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<td><strong>Education/Qualifications</strong></td>
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| NB: Full regard must be paid to overseas qualifications. | 1. Masters in Public Health or other relevant postgraduate qualification or equivalent experience.  
2. Evidence of participating in continuous professional and management development. | A.F. & I |
| **Experience**                               |                                                                           |        |
| (Relevant work and other experience)         |                                                                           |        |
| 1. Substantial experience of leading on the analysis and interpretation of complex data from a variety of sources, and utilising analysis to inform and influence decision-making | A.F. & I |
| 2. Substantial experience of leading on the development and delivery of data systems and performance management frameworks to ensure service improvement and effectiveness | A.F & I  
| 3. Substantial experience of leading on research, analysis and presentation of epidemiology. | A.F. & I |
| 4. Substantial experience of leading teams, supporting and developing staff members and actively managing poor performance. | A.F. & I |
| 5. Substantial experience of effectively managing resources: financial, infrastructure and/or people. | A.F. & I |
| 6. Substantial experience of identifying and interpreting and applying relevant national policy requirements. | A.F. & I |
| 7. An understanding of the principles of project management. | A.F. & I |
| **Skills & Ability**                         |                                                                           |        |
| e.g. written communication skills, dealing with the public etc. | 1. Ability to prioritise competing demands on resources to deliver identified objectives/outcomes. | I      |
All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.