Birmingham Public Health – Graduates

£19,238 - £24,717

10 Woodcock Street, Aston Birmingham, B7 4BL

The fixed term contract is initially for 2 years with the potential to move onto a permanent contract

Working 36.5 hours per week

Do you want to make a difference to Birmingham citizens? If so, and you’re hardworking and flexible, we want to hear from you! An excellent opportunity exists to join our experienced and friendly Public Health team as one of our Public Health Graduates where we will support you to achieve various qualifications, with the opportunity to have a permanent position with in Birmingham City Council.

Joining the Birmingham Public Health Graduate Training Scheme puts you on the road to developing public health skills and training that will allow you to tackle the contemporary challenges of the health and wellbeing of the citizens of Birmingham.

The Birmingham Public Health Graduate Scheme is situated within the public health team within Birmingham City Council’s Directorate for People. This Directorate delivers a broad range of services to children; young people; families; carers; older adults and others with specific needs.

As a Birmingham Public Health Graduate, you will have a chance to rotate between the areas within Public Health (Innovation, BCC Collaboration, Population Health and Care and Intelligence) where you will be learning and developing skills as outlined within the Public Health Skills and Knowledge Framework. The Graduate placement will also include attendance at an academic institution where you will learn specialist skills in public health to gain relevant qualifications. As well as this, the scheme will also support graduates to work towards registration on the UK Public Health Register.

The Public Health Function (PHF) is an integral part of Birmingham City Council’s vision, which actively promotes the populations 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.

We offer a fantastic package, including an attractive graduate salary, a generous holiday allowance of 29 days; and a substantial package of benefits and discounts with some of the UK’s top retailers – including top fashion and tech brands, holiday deals and health and wellbeing benefits.

If you share our commitment to providing a world-class healthcare service, and you have the determination and drive to meet challenges head-on, you will find success with Birmingham Public Health.

For informal enquiries please contact Hashum Mahmood on 07872416380 or alternatively email Hashum.mahmood@birmingham.gov.uk

Ref: PE1052017

Closing date: Wednesday 12th 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.”
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.

1. 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

2. Role Context

The role of the Grade 3 (GR3) Public Health Graduate, is designed to maximise the learning and development of the post holder in-line with Public Health skills and knowledge framework (PHSKF), whilst also meeting the requirements of each thematic area within Public Health Birmingham: Innovation, Collaboration, NHS (Population Healthcare) & Intelligence. Graduates will be enrolled onto a PH programme into a University setting part time to enhance PH skills. Each graduate will also be required to deliver on a selection of duties & responsibilities listed
under the relevant thematic areas with responsibilities changing and evolving based on emerging priorities and business needs. Specialist training or skills required for these roles are included in the relevant Person Specification. The vison and principles describes the collective responsibilities and activities required by the Graduate.

3. **Job Purpose**

The collective activities required by Graduates is to work flexibly across the Public Health Functions to meet business needs that are outlined below under the relevant theme headings. There is also an expectation that Graduates will work across the wider Council, NHS and stakeholder organisations. And to provide support functions to the PH team across the relevant Thematic Functions.

**The PH Graduate programme will allow graduate to:**

**Year 1**
- Commencement on further education - to develop key skills on Public Health. Including concepts around PH epidemiology and biostatistics.
- Graduates will be working towards commencement on UKPHR practitioner status
- Individuals will be working to the Public Health skills and knowledge framework
- Expectation that Graduates will attend master classes and training to supplement training

**Year 2**
- Further develop Public Health theoretical knowledge via enrolment onto advanced PH modules
- Completion of Practitioner PH programme
- Work towards completion of the ILM module (BCC HR)
- Placements across PH partner organisations

At the end of Year 2 Graduates will be given an opportunity to apply for the senior graduate position making them eligible for year 3 and 4 of the programme.

**Year’s 3&4**
- Working alongside PH Registrar trainees, taking on key pieces of work.
- Development of line management responsibilities
- Offer of mentoring to new graduates

4. **Duties and Responsibilities**

**Duties**

- **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/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.

- **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.

- **Intelligence:** The post holder will support Officers and Senior Officers in 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. The post holder will provide comprehensive intelligence through data gathering, analysis and research as required internally, by external partners and statutory or regulatory bodies. The Intelligence function will drive a continuous improvement and performance management culture providing an evidence base to support decision making. The Officer will take a role in the evaluation of effectiveness, accessibility, and quality of personal and population-based health services as required by Senior Officers.

- **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 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.

**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/Officer (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: Graduate – 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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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>1. A degree or other relevant qualification.</td>
<td>AF &amp; I</td>
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<td>NB: Full regard must be paid to overseas qualifications.</td>
<td>2. Must be prepared to continue with on-going professional development within the role.</td>
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<td>Experience</td>
<td>1. Demonstration of undertaking placements in a range of settings</td>
<td>AF &amp; I</td>
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<td>(Relevant work and other experience)</td>
<td>2. Demonstration of willingness to undertake modular learning concurrently with work placements</td>
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<td></td>
<td>3. Experience of working on projects and knowledge where applicable on scoping projects stating aims objectives and milestones</td>
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<td>4. Experience on communicating information and concepts to a diversity of audiences</td>
<td>I &amp; P</td>
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<td></td>
<td>5. Experience of preparing reports and presentations through collation and analysis of data to inform decision making</td>
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<td>6. Experience of monitoring performance outcomes and supporting effective new models and initiatives.</td>
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<td>7. Understanding of relevant policy environment and Public Health priorities.</td>
<td>I</td>
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<td>8. Experience of planning and organising events, meetings and workshops.</td>
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<td>Skills &amp; Ability</td>
<td>1. Ability to prioritise competing demands on resources to deliver identified objectives/outcomes.</td>
<td>AF &amp; I</td>
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<td>e.g. written communication skills, dealing with the public etc.</td>
<td>2. Effective IT skills which enable communication of health outcomes and reduction of inequalities</td>
<td>I &amp; P</td>
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<td>3.</td>
<td>Able to multi-task and continue to function to high standards and behaviours when under pressure ensuring timelines are met.</td>
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<td>4.</td>
<td>Ability to access and appraise evidence to inform practice.</td>
<td>I</td>
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<td>5.</td>
<td>Measure, monitor and report population health and wellbeing to identify risks in relation to project or service delivery.</td>
<td>AF &amp; I</td>
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<td>6.</td>
<td>Good presentational skills and able to communicate population community health and wellbeing around complex concepts to diverse audiences.</td>
<td>AF, I &amp; P</td>
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<td>7.</td>
<td>Able to support in negotiating, influencing and coordinating other organisations.</td>
<td>AF &amp; I</td>
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<td>8.</td>
<td>Demonstrates good interpersonal communication skills both orally and in writing.</td>
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<td>9.</td>
<td>Attention to detail with an ability to work accurately when interpreting and presenting data in compliance with policy and protocol.</td>
<td>AF &amp; I</td>
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<td>10.</td>
<td>Ability to work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.</td>
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<td>11.</td>
<td>An ability to work flexibly as part of a diverse team environment, providing cover when needed to ensure continuity of service provision, and the ability to multi-task to cover other roles within the team.</td>
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<td>12.</td>
<td>Understanding of the Graduate programme and willingness to participate and learn new concepts.</td>
<td>AF &amp; I</td>
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<th>Values &amp; Behaviours</th>
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<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>
<td>I</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>
<td>AF &amp; I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.