LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Public Health Officer	Grade:	PO3
Reports to (Designation):	Public Health Strategist	Grade:	PO8
Directorate:	Adult Social Care and Health	Section:	Public Health

Main Purpose of the job:

This post will undertake a range of duties to support the development and delivery of a range of public health interventions and guidance to support babies, children and young people's health and wellbeing in Lewisham, with a focus on reducing health inequalities and centering resident experience using evidence-based and innovative approaches... This will include managing and coordinating the Universal Vitamin D Scheme; promotion of the Healthy Start scheme; oversight and coordination of oral health interventions in early years; support for the implementation of all babies, children and young people elements of the Food Justice Action Plan and the Good Food Lewisham programme; supporting the administration of the National Child Measurement Programme; maintaining the Health & Wellbeing pages on the Lewisham Services for Schools website; and developing evidence-based resources for residents and service providers. You will analyse, interpret and present quantitative and qualitative public health data to inform policy and practice.

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Summary of Responsibilities and Personal Duties:

- Working closely with the Public Health Strategist on supporting the development and implementation of local policies and guidance on all aspects of babies, children and young people public health in the borough.
- Manage and oversee the delivery of the Healthy Start scheme including Lewisham's universal vitamin D scheme, working in partnership with Lewisham Place-based ICS Team, local pharmacies, Family Hubs, and with Midwifery and Health Visiting services to increase uptake. Oversee and coordinate the work of staff involved in the project.
- Lead on delivery of key priority areas identified for the health and wellbeing of babies, children and young people. and implementation of actions and disseminate information with stakeholders.
- Develop strategies to engage a wide range of partner organisations to plan, develop, implement and evaluate work to improve the health and wellbeing of babies, children and young people and to reduce health inequalities in this cohort within the borough.
- To apply specialist knowledge on babies, children and young people to support delivery of initiatives such as: Healthy Schools; Healthy Early Years schemes; Supervised Toothbrushing; the National Child Measurement Programme and other programmes of work supporting the wellbeing of babies, children and young people.
- Provide support to commissioned services on issues that affect the health and wellbeing of babies, children and young people.
- Use data and public health skills to evaluate initiatives relating to the health and wellbeing of babies, children and young people in partnership with other stakeholders.

- Communicate with stakeholders through websites, newsletters and e-mail updates. This will include developing and maintaining the Health & Wellbeing resource pages of the Lewisham Services for Schools website.

- Produce high quality accurate, informative and timely performance reports, briefing notes, presentations and other materials to meet departmental, corporate, partnership and government requirements. This will include data analysis and interpretation, which you will be expected to present to a range of audiences.

- Maintain a comprehensive awareness of national and local Public Health developments including legislation, policy, best practice and NICE guidance

- Undertake any other tasks required which help with the development of the service.

- The post holder will be expected to cope with multiple and changing demands and meet tight deadlines.

- Supervise work placement staff or students as appropriate.

Internal Contacts: These include:
Public Health colleagues; Public Health Commissioners; Children and Young People's Commissioners; the Education and Early Years teams;Early Help and Social Care teams; Youth Services; the Communications team; Library staff; Community connections team; Social Care staff; the Data Science, Insights and Performance team.

External Contacts:
These will be wide ranging and will include: Family Hub managers; Health Visiting and School Nursing service managers; Community Nursing Managers; Head Teachers; Youth Organisations; Lewisham Local and other voluntary and community sector organisations; GPs, Pharmacists;, Lewisham and Greenwich Health Trust Managers & Front Line staff.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the organisation's Annual Appraisal Scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

JOB TITLE: Public Health Officer **POST NO:**

DEPARTMENT: Public Health **GRADE:** PO3

Note to Candidates
The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

- Commitment to implement the Council's Equal Opportunities policies.
- Awareness of Equal Opportunities issues. **S1**

Knowledge

- Excellent knowledge of babies, children and young people's health and wellbeing underpinned by both theory and practice, and a professional qualification or equivalent experience **S2**
- Excellent understanding of current government policy on areas that affect the health and wellbeing of babies, children and young people **S3**
- Up to date working knowledge of local government, NHS and voluntary sector service provisions. **S4**
- Knowledge of learning and development strategies and interventions **S5**
- Knowledge of the use of IT and information management. **S6**

Aptitude

- Able to prioritise work, and work well against a background of change and uncertainty
- Ability to design, develop and interpret policies
- Ability to respond appropriately in unplanned and unforeseen circumstances
- Ability to concentrate for long periods (e.g. analyses, media presentations)

Skills

- High level of creativity and innovation
- Good data analysis, interpretation and presentation skills
- Good training and mentoring skills
- Good project management skills
- Effective interpersonal, motivational and influencing skills
- Excellent presentational skills (oral and written)
- Excellent negotiation skills with a practical expectation of what can be achieved
- Good level of ICT skills

Experience

- Experience of working in a Public Health Setting or other relevant Babies, Children and Young People setting **S7**
- Experience of data analysis, insight and presentation relevant to public health or babies, children and young people, including presenting to a range of audiences **S8**

General Education

- Excellent levels of literacy and numeracy **S9**
- Degree or the equivalent **S10**
- Recognised qualification in public health, child health or data analysis or relevant experience **S11**
- Modules or courses in public health and/or health promotion and/or child health **S12**

Personal Qualities

- Self-motivated, pro-active, and innovative
- High standards of professional probity
- Strong commitment to public health principles

Circumstances

- Must be willing and able to travel regularly within the Borough of Lewisham **S13**

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☑

Physical

- Generally candidates must meet the standard Lewisham requirements for the post

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