

Senior Public Health Manager – Emergency Preparedness Resilience and Response  
Job Description

---

<b>Job title</b>	Senior Public Health Manager – Emergency Preparedness, Resilience and Response.
<b>Directorate</b>	Public Health
<b>Pay band</b>	P3
<b>Managerial Accountability</b>	Deputy Director of Public Health - Peterborough
<b>Professional Accountability</b>	Relevant registering/regulatory body
<b>Base/location</b>	Alconbury
<b>Hours per week</b>	37 PW
<b>Job type</b>	Permanent

## **APPOINTMENT**

This post will work across Cambridgeshire County Council and Peterborough City Council Public Health Departments. The two local authorities share a joint Director of Public Health (DPH). The appointment is full time as a hybrid worker with a base in Alconbury but also expected to work from home several days a week as well as travel to other sites across Cambridgeshire and Peterborough. The populations served are the residents of Cambridgeshire and Peterborough and the patients of Cambridgeshire and Peterborough Integrated Care System (ICS)

## **The employing organization**

### Cambridgeshire County Council

Cambridgeshire County Council serves a population of approximately 653,500, and while much of the county is affluent and enjoys better health than the national average, there are inequalities, complicated by rurality, across the county. The County faces the challenge of providing the infrastructure required for rapid economic and housing growth, while meeting the care needs of an ageing population, particularly in rural areas. To achieve this, the County Council works closely with four district Councils and Cambridge City Council.

---

## Peterborough City Council

Peterborough City Council is a unitary authority serving a thriving city. It is rapidly expanding to meet the demand for new houses and is home to a community of diverse cultures. The population of approximately 202,260 (2019 mid-year population estimates) has been growing faster than other areas in the East of England and a high rate of growth is expected to continue. The City Council and ICS face a range of public health challenges and inequalities as reflected in its public health outcomes framework indicators.

### Joint working

The Cambridgeshire and Peterborough Integrated Care System covers the geographies of both Cambridgeshire County Council and Peterborough City Council areas, as does the Local Resilience Forum (LRF), the Local Health Resilience Partnership (LHRP) as well as wider partners such as the Combined Authority and police. Working relationships are generally positive across local partner organisations, while recognizing the variation in local needs and demographics across a wide geographical area.

### **JOB SUMMARY**

The post holder will work closely with the Deputy Director of Public Health – Peterborough/Consultant in Health Protection to provide leadership and co-ordination across a range of organisations to ensure appropriate preparedness for, and response to, emergencies that present a risk to the public's health.

A key part of the role is to provide assurance to the DPH that there is coordinated planning across a range of organisations including local government and NHS Trusts for emergencies and incidents which impact on the health of the public, and that health emergency planning and resilience issues identified through the Cambridgeshire & Peterborough Local Resilience Forum and the C&P Local Health Resilience Partnership are being addressed by the relevant organisation(s).

The post-holder will work closely with health EPPR officers from NHS England and other CP LHRP and CPLRF partners to ensure satisfactory arrangements for responding to major incidents, with a health or health services impact, and to major health service resilience issues in the LHRP area.

The post-holder will also work closely with UK Health Security Agency and other relevant partners to ensure satisfactory local arrangements for public health incidents. The post holder will work with Emergency Planning/Resilience departments in Cambridgeshire County Council and Peterborough City Council on the production and regular auditing, updating and testing of their health-related emergency plans. He/she will also support development of the business continuity function in the Public Health Directorate.

The post holder will also contribute to the Public Health Directorate Health Protection function, providing both strategic system leadership to improve system response to infectious and environmental hazards, promotion of screening and immunisations and longer-term public health and health protection challenges, as well as supporting the local authority response to infectious and environment hazards and major incidents.

They will actively contribute to the wider provision and development of the health protection function and support the Deputy Director of Public Health/Consultant to develop system capacity, including the development, training and supervision of others across Cambridgeshire County Council and Peterborough City Council.

The postholder will have access to an ongoing programme of professional development to support development given the breadth of the role.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **EMERGENCY PREPAREDNESS, RESILIENCE and RESPONSE (EPRR)**

Work with the Director of Public Health and Deputy Director of Public Health Peterborough to lead on the Cambridgeshire County Council and Peterborough City Council public health response during incidents in line with Emergency Preparedness and Resilience Response (EPRR) arrangements as part of the Local Authority's responsibilities under the Civil Contingencies Act.

Provide first point of contact specialist knowledge, support and advice on emergency preparedness and resilience response for the Public Health Directorate. Act in an EPRR expert role in the event of an emergency or major incident and work with local and regional colleagues to ensure that C&P has the EPRR knowledge, experience and resilience to respond to a range of major incidents that impact the public's health.

Provide high quality strategic and operational EPRR policy advice, taking responsibility for keeping up to date with and advising the Public Health Directorate and, as requested, other Local Health Resilience Partnership (LHRP) member organisations, on relevant national legislation, and guidance for emergency planning and health protection from the Department of Health, NHS England and UK Health Security Agency to attain compliance with the relevant emergency planning standards.

Take a strategic overview of the strengths and weaknesses of current resilience issues in the health and public health system, analysing a range of complex information, to inform the strategy and work plans of the Local Health Resilience Partnership (LHRP), Local Resilience Forum (LRF) and relevant organisations.

Determine priority areas and workstreams related to public health emergency preparedness, resilience and response

Act as Lead representative of the Public Health Directorate and, if requested, the LHRP, at established working groups and committees concerned with EPRR or Business Continuity in the CPLRF to provide specialist knowledge and ensure appropriate health emergency planning input to the tasks carried out by the working groups and Committees.

Contribute to the delivery of key strategic objectives of Cambridgeshire County Council, Peterborough City Council, the Health and Wellbeing Boards, the STP, CCG and the multi-agency Health Protection Board and the Cambridgeshire and Peterborough Local Resilience Forum.

Manage the Cambridgeshire County Council and Peterborough City Council Public Health departments' emergency planning/health protection-related budgets as appropriate

Contribute to the review and update of the various EPRR plans held within CCC/PCC e.g pandemic flu plan, winter plan from a public health perspective

Lead projects to reduce health inequalities relating to emergency preparedness and resilience.

## **HEALTH PROTECTION and SURVEILLANCE**

Escalate and support the management of complex incidents and outbreaks of infectious diseases and non-infectious environmental hazards as appropriate.

Contribute to and where required lead under supervision, the ongoing, longer-term management of health protection system issues in close collaboration with Cambridgeshire County Council and Peterborough City Council Health Protection Consultant/Deputy Director of Public Health - Peterborough

Lead projects to reduce health inequalities relating to health protection, screening and immunization and environmental hazards.

Support horizon scanning, surveillance and reporting of health needs, health inequalities and health impact assessment in both emergency preparedness and health protection.

May be required to participate in a local on-call rota as required.

## **PARTNERSHIP WORKING**

Through activities delegated by line management, support the development of key relationships with a wide range of individuals and stakeholders attending meetings, networks etc as appropriate to role.

Deal with at times, challenging and/or conflicting subject matter problems in day to day work load meetings and one to one communications referring/escalating to line management as appropriate.

Contribute to and support the development and implementation of initiatives for public health action and improvement.

## **MANAGEMENT AND LEADERSHIP**

To act as role model adhering to team professional standards.

Support the development of policies and protocols for a wide range of emergency planning and health protection issues.

Contribute to and undertake audit as part of a wider programme of quality/service improvement activity across Cambridgeshire County Council and Peterborough City Council

Contribute to specified quality improvement and governance initiatives as agreed.

Support and contribute to the development of joint plans and system wide priorities for public health

Advise and contribute to the public health directorate business continuity plans and preparedness

Ensure compliance with all confidentiality and governance requirements within the team.

Proactively contribute to wider organisational development.

Undertake line management responsibilities as agreed.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

Participate in organisational and professional appraisal and revalidation as appropriate.

Pursue a programme of CPD, including statutory and mandatory training, in accordance with the relevant regulatory body.

Support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring.

## **OTHER DUTIES**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager.

## **COMMUNICATION AND KEY WORKING RELATIONSHIPS**

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to Cambridgeshire County Council and Peterborough City Council.

This will include:

### Internal

- Public Health Directorate
- Emergency planning team in Cambridgeshire County Council and Peterborough City Council.
- Other departments in Cambridgeshire County Council and Peterborough City Council

### External

- Local Resilience Fora and Local Health Resilience Partnerships
- UKHSA Centre teams
- NHS
- Local Authorities
- Healthcare professionals
- Care Homes
- Community and Voluntary Sector
- Local Prisons
- Other Government Agencies
- Local NHS, including commissioners and providers

## **GENERAL CONDITIONS**

### **Terms and conditions of service**

- Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
- Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

### **On call arrangements**

The postholder will be expected to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Cambridgeshire County Council and Peterborough City Council

### **Indemnity**

As the postholder will only be indemnified for duties undertaken on behalf of Cambridgeshire County Council and Peterborough City Council, the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of the Councils and for private activity within Cambridgeshire and Peterborough.

### **Flexibility**

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

### **Confidentiality**

A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

### **Public Interest Disclosure**

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she has a duty of candour and should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

### **Data protection**

If required to do so, the postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

**Health and safety**

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Smoking policy**

The employing organisation has a policy that smoking is not allowed in the work place.

**Equal opportunities policy**

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

## Person specification

Description	Essential	Desirable	Assessment
<b>Qualification</b>			
Bachelor's Degree or equivalent, relevant experience	√		<b>A/I/C</b>
Registered healthcare professional with current professional registration		√	<b>A/I/C</b>
Evidence of relevant CPD/qualification in Emergency Preparedness, Resilience and Response or equivalent experience	√		<b>A/I/C</b>
Master's in Public health, or higher degree in a related subject, or experience in Health Protection with documented experience at master's level		√	<b>A/I/C</b>
Experience of continuing professional development	√		<b>A/I/C</b>
<b>Knowledge and experience</b>			
Knowledge and understanding of current legislation and guidance for emergency preparedness, resilience and response	√		<b>A/I</b>
Understanding of processes, policies and stakeholders within a complex EPRR and health environment.	√		<b>A/I</b>
Sound knowledge of the principles of health protection		√	<b>A/I</b>
Significant experience of health emergency planning or close partnership working with health emergency planners	√		<b>A/I</b>
Ability to provide EPRR policy advice on a range of complex topics to senior stakeholders	√		<b>A/I</b>
Experience of risk management and associated reporting	√		<b>A/I</b>
Experience of health protection		√	<b>A/I</b>
Proven experience of undertaking and completing projects on time and within complex and challenging environments	√		<b>A/I</b>
Experience of building and developing effective stakeholder relationships	√		<b>A/I</b>
Experience of managing others in a managerial or supervisory role including performance management and appraisal and development.		√	<b>A/I</b>
Experience of business planning including budget management and financial processes		√	<b>A/I</b>



<b>Skills and capabilities</b>			
Effective verbal, written and presentation communication skills; capable of constructing and delivering clear messages accurately for a range of audiences	√		<b>A/I</b>
Strong stakeholder engagement and relationship management skills with the ability to work collaboratively across teams, disciplines and organisations demonstrating respect and consideration for the role/ skill(s) of others	√		<b>A/I</b>
Excellent planning and prioritisation skills and ability to manage competing demands	√		<b>A/I</b>
Proven ability to problem solve whilst working in an unpredictable environment, often under pressure and to tight timescales	√		<b>A/I</b>
Ability to demonstrate initiative and work independently with minimum supervision	√		<b>A/I</b>
Ability to analyse and interpret information in an effective manner to recommend an appropriate course of action to address the issue(s)	√		<b>A/I</b>
Evidence of ongoing CPD and committed to self-development	√		<b>A/I</b>
Proven capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly		√	<b>A/I</b>
<b>Equality and diversity</b>			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, and in relation to management systems	√		<b>I</b>
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form</b>	<b>I = Interview</b>	<b>C = Certificate</b>	<b>T = Test</b>

All staff should be aware of and working towards the key core competencies as set out in Civil Service Competency Framework 2010-2017 and KSF [for those on AfC Terms and Conditions] as appropriate.