

Job Description

Department:	Public Health
Division/Section:	
Job Title:	Public Health Operations Manager
Post No:	
Grade:	Grade 13
Reports to:	Director of Public Health
Organisation Chart: Show immediate manager and any jobs reporting to this post.	
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/> <i>Check boxes only work in the desktop app. Go to editing – open in desktop app to complete this section.</i>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 1 No. of indirect reports: 0 Public Health Business Support Officer
Size of budget: (Per annum)	Budget holder for the PH staff budget. Supports accounting for and monitoring of substitution budget, substitution MOUs and reserve budgets Approximately £3m
Job Purpose:	This post reports to the Director of Public Health and is responsible for the managerial leadership of the public health directorate business programmes working across the directorate.

The post will be responsible for maintenance of corporate governance processes acting as the interface with the wider council. This will include the development of relevant policies and plans, and ensuring appropriate corporate and democratic governance processes are followed.

The post has budget accounting/monitoring responsibility for the Public Health staffing and internal corporate budgets (substitutions), ensuring compliance to financial targets.

The post holder is also responsible for the co-ordination and management and oversight of the directorate's quality, safety and risk management register and internal processes, and business continuity plans to ensure service are maintained.

To provide operational management in the following key areas:

1. To support the DPH and the PH directorate in the planning and delivery of internal and staff development programmes and the development of processes and tools to support the PH team and programme management of key public health programmes
2. Ensuring corporate governance process and democratic governance processes are appropriately followed including the Health and Wellbeing Board and Integrated Care Partnership. This will include timely briefings to members, appropriate and timely production of papers for committees/ member decisions notices with necessary approvals. Recording and reporting of decisions made under delegated authority.
3. Risk management for the public health directorate
4. Financial management and oversight of the Public Health staffing and internal corporate budgets - managing the budget, ensuring compliance to financial targets and providing appropriate challenge to other PHDMT members on staffing costs, ensuring adherence to corporate financial management in accordance with PCC processes.
5. Workplanning for business support

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 215,660 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. [Cambridgeshire & Peterborough Insight – JSNA 2023 \(cambridgeshireinsight.org.uk\)](https://www.cambridgeshireinsight.org.uk)

Joint working

There is joint working across the Cambridgeshire and Peterborough system including with the Cambridgeshire and Peterborough Health and Wellbeing Board, Integrated Care Partnership, Integrated Care System, the Cambridgeshire and Peterborough Health Protection Partnership, Local Resilience Forum and Local Health Resilience Partnership and Cambridgeshire and Peterborough Combined Authority. Working relationships are positive across local partner organisations, while recognising the variation in local needs and demographics across a wide geographical area.

Public Health Arrangements

Current staffing of the Department/Directorate of Public Health Peterborough City

	<p>Council has a Director of Public Health who reports to the Executive Director of Adult Social Care and sits on the Corporate Leadership Team of Peterborough City Council (see attached structure chart). The Public Health Directorate in Peterborough has historically been a shared public health directorate with Cambridgeshire County Council and has several shared public health services that deliver across Cambridgeshire and Peterborough</p>
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Main Duties and Responsibilities:

Financial and resource management

- Budget holder for the PCC public health directorate staffing - required to manage these budgets ensuring compliance with financial targets, and offering internal challenge e.g. on staffing and recruitment proposals if these are likely to cause financial risk, completion of monthly forecasting reports
- To support the Director of Public Health (PCC) in managing and monitoring the PCC staffing and corporate public health directorate budget.
- Lead on the overview and management of the internal Memorandum of Understanding (MOU) process for allocation of the public health grant to internal council departments.
- Identify potential efficiency savings within the service and recommend action to realise these in order to maintain continuous service improvement.
- Ensure the Director of Public Health is regularly appraised of the financial position in PCC Public Health Directorate and of any spend fluctuations and cost pressures.
- Manage and implement and develop new systems for monitoring additional grants that fall under the Public Health directorate including preparation for audit processes
- To manage the shared service Section 113 process and associated financial processes
- Co-ordination of the end of year financial process and completion of budget builds for the directorate across both local authorities advising the Director of Public Health on relevant issues or pressures.

Operational, governance and risk management

- To be responsible for the co-ordination of the Public Health Directorate Risk Registers and ensure that lines of accountability are clear and well understood and that governance is in place for identification, mitigation and management of risk.
- To ensure risk management processes for operational arm of the public health directorate services are identifying, assessing and managing risk to service users, employees, the organisation and resources arising from the work delivered by the service and these are being fed into the directorate risk register where appropriate.
- To lead on the business continuity plans for the Public Health Directorate working closely with the Corporate Business Continuity team to ensure accurate and effective Business Continuity Plans are in place for Public Health.
- Co-ordinate the Public Health directorates response to corporate business planning processes.
- Know about Health & Safety regulations and to support the Public Health Directorate in any necessary steps that need to be taken
- To support the Senior Public Health Workforce Development and Programmes Manager in ensuring that appropriate steps are taken to monitor and address EDI within the directorate

Policy, programme and process management

- Ensuring that papers for committees, cabinet, members, CLTs etc are produced in a timely fashion with appropriate approvals and sign offs
- Support the Public Health Directorate in the organisation of Cambridgeshire & Peterborough Health & Wellbeing Board and Integrated Care Partnership working with PCC democratic services and partners in CCC to develop robust processes to sustain a strong multiagency partnership.

- Ensure that Councillors and other Health and Wellbeing Board members have appropriate public health induction and training.
- Assist with managing and leading the development and/or support the implementation of specific Directorate projects and change initiatives, as agreed with the Public Health Management Team.
- Use a variety of project management tools, develop and maintain reporting and monitoring systems for project plans, including the identification and assessment of risk and continuous improvement of systems
- Support the directorate teams in Quality Assurance role ensuring that the governance of projects is appropriate
- Work closely with IG team to work up and distribute a Directorate Information Asset Register
- To lead on the development of an internal public health directorate communication plan

Human Resources

- To support the PH directorate in ensuring right HR processes are followed, which entails understanding terms and policies as they apply in PH.
- To support the directorate in co-ordination of the recruitment process for the PH Directorate
- Line management of the business support officer

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>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.</p>
Variation Clause:	<p>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.</p> <p>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.</p>

DATE: 30/04/2024

COMPLETED BY: Emmeline Watkins

	Date Issued: April 2024	Last updated:
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Person Specification

Job title:	Public Health Operations Manager	Directorate:	Public health Directorate
Grade:	Grade 13	Service / Team:	
Date:	10 th December 2023	Completed by:	Emmeline Watkins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of major services delivered by public health & the NHS • Knowledge and experience of working in a multi-disciplinary, professional environment in a complex organisation • Experience of strategic planning and project management in a complex organisation and its impact on resource allocation and its links to achieving priorities. • Knowledge and experience of working with risk registers. • Understanding of budget presentation and management processes 	<ul style="list-style-type: none"> • Knowledge of democratic process, policies and procedures • Experience of managing complex budgets
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Exceptional planning & Organisational skills, ability to prioritise and manage own workload, be flexible, work under pressure and to deadlines. • Ability to plan and develop procedures and policy that will deliver an efficient business support function for the directorate. • Excellent interpersonal skills, listening and communication skills, including negotiating, influencing and challenging at a senior level • Ability to analyse, translate, present and disseminate complex information and find creative and innovative solutions. 	<ul style="list-style-type: none"> • Evidence of using risk management software, ability to use MS excel to perform analytical tasks and presentations. • Sensitivity to the political environment and an understanding of the respective roles of officers and elected Members

	<ul style="list-style-type: none"> Highly competent user of all MS Office software. 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of managing teams in a change environment. Experience of recruitment, selection and induction of staff. 	<ul style="list-style-type: none"> Experience of working in public health sector (understanding the role of public health). Understanding of NHS procedures and policies as they apply to public health Experience of working in local government organisations and evidence of working constructively with elected Members, partner organisations, and staff at all levels. Experience of working effectively with a range of stakeholders.
QUALIFICATIONS	<ul style="list-style-type: none"> Degree Level or equivalent in Business Management or other relevant field 	<ul style="list-style-type: none"> Post Graduate Diploma in Business Management or other relevant field. Project Management qualifications e.g. Prince 2
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]