

Job Description

Department:	Public Health
Division/Section:	Public Health
Job Title:	Public Health Improvement Officer – Children and Young people/Mental Health
Post No:	
Grade:	12
Reports to:	Public Health Team Lead Commissioning and Partnerships– Children and Young People/Mental 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 type="checkbox"/>
	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: 0 No. of indirect reports:0
Size of budget: (Per annum)	Supports commissioning of Children and Young People Public Health budget £4.1m, will have accounting responsibility for smaller budgets £300-£500k
Job Purpose:	<p>To contribute to the achievement of Peterborough City Council (PCC) and Health and Wellbeing Integrated Care Strategy objectives to improve, promote and protect the health and wellbeing of the Cambridgeshire population and reduce health inequalities</p> <p>To support and implement the strategic development of specialist areas of health improvement and ensure that this is reflected in the commissioning,</p>

	<p>implementation of programmes and services for prevention and health improvement for children and young people and public mental health.</p> <p>To provide robust public health evidence that will ensure that the relevant physical and mental health improvement interventions/services are evidence based, provide cost benefits and value for money and achieve the desired health outcomes.</p> <p>To support and deliver the strategic commissioning cycle for specific public health services, from determination of need, planning, delivery and management of contracts to meet identified need. This includes managing contracts throughout their term ensuring performance, quality, and value for money.</p> <p>Supports annual budget management including demographic profiling, annual contractual uplifts for the contracts within the portfolio, supporting the Team lead and Head of Public Health and Service Development to deliver against the defined objectives and improve population health outcomes</p> <p>To collaborate with a range of organisations to develop, commission and co-ordinate services and be responsible for developing and sustaining partnerships that support the delivery of the Public Health Directorate objectives, the Health and Wellbeing Integrated Care Strategy, Public Health Outcomes Framework and other relevant strategic drivers.</p> <p>The post is placed within the Peterborough Public Health Directorate</p>
--	---

Main Duties and Responsibilities:

Main accountabilities	
1.	Influence and support the development and implementation of commissioning strategies to improve physical and mental health outcomes and reduce health inequalities for children and young people and improve public mental health.
2.	Influence and support policy and strategy development for mental health/ children and young people with a range of partners, both within the local authority and externally, to improve physical and mental health outcomes and a reduction in health inequalities.
3.	To research, identify and analyse complex physical and mental health information and the evidence base (including economic evidence) for the identification of needs, for commissioning preventative and treatment interventions, public health improvement interventions. This will include receiving public health intelligence regarding mental health/ children and young people from local, regional, and national levels.
4.	Influence and support the relevant area of Public Health improvement services and their ongoing performance monitoring. Ensuring that all governance processes are completed in line with the Councils regulations and guidance.
5.	To be responsible for the budgets relating to areas of responsibility and for ensuring that they are robustly monitored and taking action to address any funding pressures or poor performance
6.	To support the auditing and evaluating mental health/ children and young people commissioned public health services and projects to demonstrate service improvements, target and outcomes achievement.
7.	To be responsible for producing reports on performance, for presentation and reporting to relevant governance structures.
8.	Be responsible for making business cases and other funding applications for mental health/ children and young people as required.
9.	Develop, plan and implement a range of evidence-based health improvement interventions.

	Date Issued: April 2024	Last updated:
--	-------------------------	---------------

10.	To liaise with partners from directorates within Peterborough City Council, externally with a wide range of statutory and voluntary organisations and with communities to develop and implement collaborative and innovative interventions to community engagement and commissioning health improvement interventions. This includes project managing initiatives that will support improvements in health outcomes.
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:	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:	<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:
--	-------------------------	---------------

Person Specification

Job title:	Public Health Improvement Officer – children and young people/mental health	Directorate:	Public Health
Grade:	12	Service / Team:	Public Health
Date:	07/06/2024	Completed by:	Emmeline Watkins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Comprehensive knowledge and understanding of the scope of Public Health policy and its underlying principles. • Knowledge of the principles of commissioning and the commissioning cycle along with performance monitoring • Knowledge of procurement and the synergies this has with commissioning • Knowledge of public health in practice • Knowledge of evaluation of public health interventions. 	<ul style="list-style-type: none"> • Extensive specialist and technical knowledge of area of responsibility. • Good knowledge and understanding of epidemiological theory and practice • Knowledge of public health evidence for key public health areas and comprehensive in-depth understanding of the area of responsibility (Lifestyles)
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Good at partnership working and developing relationships with a number of key bodies and individuals both internal and external able to make executive decisions on projects, programmes, and procurement under their leadership • Good at communicate effectively with a diverse range of stakeholders and partners. • Understands policy and its implications for strategy and commissioning • Can lead some commissioning, planning, monitoring projects • Can critically analyse health improvement/ public health research and develop the evidence base for effective population level interventions 	<ul style="list-style-type: none"> •

	Date Issued: April 2024	Last updated:
--	-------------------------	---------------

	<ul style="list-style-type: none"> • Ability to commission for outcomes, develop service specifications and key performance indicators • Able to lead and support meetings with providers, stakeholders and partners and to advise of progress and possible barriers to contract success, analysing complex information, negotiating solutions, and determining the level of risk to the successful implementation. • Can undertake or support evaluations of public health intervention in the post's area of responsibility and implement findings ensuring that best practice is developed and delivered at departmental, organisation and inter-organisational levels • Able to plan and manage projects and programmes and to challenge ways of working and persuade, motivate, and influence other senior managers across the department to change practice where necessary. • Is a good communicator with both communities and service users • Developed interpersonal skills to communicate highly complex information succinctly and in difficult environments and highly sensitive issues in an organised and appropriate manner both verbally and in writing at all levels including non-specialists 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of supporting and developing projects and programmes taking a senior position in the development; implementation and monitoring of public health project or programme along with budget management skills. • Experience of influencing policy development and commissioning • Experience of commissioning and or purchasing (procurement) services as well as contract management skills and expertise • Experience of working with a range of stakeholders • Experience of consultation and negotiation 	<ul style="list-style-type: none"> • Experience of working with partners to from local authorities, NHS including clinicians, voluntary and community sectors • Experience of commissioning health improvement services
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified to degree level (or equivalent experience) in health/health improvement or relevant subject. 	Qualified to Masters level (or equivalent experience) in Public Health, Health Improvement or relevant subject

PERSONAL CIRCUMSTANCES		
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.]