



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Strategic Health & Wellbeing Manager

Vacancy ID: 010451

Salary: £42,683 - £44,632 Annually

Closing Date: 29/09/2019

Benefits & Grade

Grade O

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

10/10/2019

Job Description

We are seeking to appoint an experienced, enthusiastic and highly motivated Public Health Manager to work in our Public Health Team.

The post-holder will be the Public Health Specialist lead for developing, implementing, performance managing and evaluating a range of evidence based public health strategies, programmes and services to improve health outcomes and reduce health inequalities in Stockton-on-Tees.

Priorities will include working across directorates to support the creation of healthy places and environments through embedding of policies and interventions which can impact on health outcomes and reduce health inequalities.

The post-holder will have public health strategic leadership for a range of programmes including workplace health, physical activity and healthy places.

The post-holder will work collaboratively with a broad range of internal and external stakeholders across the North East Public Health system and undertake other leadership roles within the Public Health team as required, in particular leading on developing a local asset and community based approach to healthy places.

The post-holder will manage members of the Public Health team and support the Director and Consultant in their roles, as well as supporting the broader objectives of Public Health and the Council.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

For a further informal discussion, please contact Dr Tanja Braun, Consultant in Public Health, on 01642 528706 or Katie Needham, Interim Director of Public Health, on 01642 524296.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Public Health	
JOB TITLE: Strategic Health and Wellbeing Manager			
GRADE: O			
REPORTING TO: Consultant in Public Health			
1.	JOB SUMMARY: The post-holder will be the public health specialist lead for developing, implementing, performance managing and evaluating a range of evidence based public health strategies, programmes and services to improve health outcomes and reduce health inequalities in Stockton-on-Tees. Priorities will include working across directorates to support the creation of healthy places and environments through the embedding of policies and interventions which can impact on health outcomes and reduce health inequalities. The post-holder will be the strategic lead for a range of programmes including workplace health, physical activity and healthy places. The post-holder will work collaboratively with a broad range of internal and external stakeholders across the north east public health system and undertake other leadership roles within the public health team as required, in particular leading on developing a local asset and community based approach to healthy places. The post-holder will manage members of the public health team and support the director and consultant in their roles, as well as supporting the broader objectives of public health and the council.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	Lead, co-ordinate and manage the strategic work of the public health team to achieve health and wellbeing outcomes across the Borough, including the leadership and development of an agreed range of priority areas, public health strategies and programmes through working with stakeholders	
	2	Provide leadership and key support to the delivery and monitoring of the Joint Health and Wellbeing Strategy, linking closely with other services and plans particularly the Council Plan.	
	3	Engage with a range of stakeholders, organisations and individuals across sectors and in a range of settings to influence and oversee the implementation and delivery of interdisciplinary and/or inter-agency strategic plans and programmes, to improve health and wellbeing and address health inequalities.	
	4	Support the delivery of the corporate operating model through the implementation of transferable public health skills and lead on the health and wellbeing element of the model within the Council.	
	5	Provide professional advice and guidance to members of the public health team, other council officers, elected members and other stakeholders in relation to	

		evidence-based public health strategies and programmes.
	6	Lead on taking a population approach to improving the health and wellbeing of the community through a range of interventions according to need through strategic influence and policy-making across partners, embedding healthy setting approaches, changing professional culture and practice to enable focus on prevention, influencing for a shift in focus and resource towards prevention.
	7	Support the Health and Wellbeing Board in the development and implementation of a whole systems approach to create healthy places and communities.
	8	Provide public health leadership to the commissioning of public health services and public health input to the commissioning of other relevant services.
	9	Contribute to and, where appropriate, lead on the development of cross-border and regional public health initiatives.
	10	Provide key strategic support to the Director of Public Health and consultant in public health, deputising where appropriate.
	11	Lead change management work to support continuous improvements in health and wellbeing for the population and deliver better outcomes, quality and value.
	12	Analyse, use and interpret public health intelligence to inform strategy and policy development and evaluate effectiveness of approaches and interventions.
	13	Lead the evaluation of the approach to key health and wellbeing work areas and the effectiveness of the health and wellbeing system in addressing these areas, in partnership with other key services and organisations, developing implementation in line with changing needs and expected outcomes.
	14	Directly manage assigned staff and provide strategic direction and support to the public health team's work, ensuring that quality, performance, service and financial objectives are achieved.
	15	Directly manage assigned programme budgets ensuring robust financial management and influence and shape investment of the wider public health budget to maximise health and wellbeing outcomes.
	16	Contribute to regional and national public health evidence base through the sharing of best practice and 'what works'.
	17	Work with Public Health England and public health networks at regional and national level.
	18	Ensure compliance with the requirements of statute and regulations for this service area.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: September 2019

PERSON SPECIFICATION

Job Title/Grade	Strategic Health and Wellbeing Manager	Grade O
Directorate / Service Area	Adults and Health	Public Health
Post Ref:	POS006863	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Education to degree level or the equivalent directly relevant academic/work experience A relevant professional public health qualification e.g. postgraduate Master/ Diploma in Public Health Evidence of continuing professional development in public health 	<ul style="list-style-type: none"> Public Health Practitioner registration Advanced Public Health Practitioner registration 	Application form
Experience	<p>Significant demonstrable experience of:</p> <ul style="list-style-type: none"> Leading work at strategic level in a public health field, including translating policy into practice to maximise health and wellbeing outcomes and reduce health inequalities. Using a wide range of specialist / technical public health skills e.g. health needs assessment, critical review and use of evidence base, evaluation, analysis and interpretation of Public Health intelligence. Working across the health and wellbeing system and in complex political environments to achieve 		Application and Interview

	<p>public health outcomes.</p> <ul style="list-style-type: none"> • Delivering a change agenda and promoting cultural change, including scoping options for improvements to services and demonstrating outcomes. • Experience of project management and implementation. • Public health oversight of and input to the commissioning, contract management and performance monitoring of services; and the design, implementation and monitoring of pathways of care • Experience of managing a public health team/ staff and performance management in relation to teams and work areas 		
Knowledge & Skills	<ul style="list-style-type: none"> • Strong public health leadership skills and understanding of current issues facing public health and local government • In-depth knowledge of key public health theories, evidence and practice relating to the healthy places agenda including community assets based approaches • Ability to identify strategic opportunities and levers to design systems and programmes and to shape and deliver public health strategies, services and programmes accordingly in a political environment • Possess the full range of key public health specialist skills , including critical appraisal of evidence base, use of epidemiology and health economics information, health needs assessment, health 		Application and Interview

	<p>impact assessment,</p> <ul style="list-style-type: none">• Strong skills in interpretation of national guidance and policy into local practice, consultation and engagement, options appraisal, service redesign, service review and evaluation of services• Ability to capture, interrogate, analyse and interpret complex public health data and information from a range of sources and use it effectively to inform service and intervention priorities and improvements• Ability to communicate evidence based practice, complex information and data/ intelligence to a varied audience including communities• Strong influencing, negotiating and diplomacy skills across teams and partner organisations• Ability to ensure value for money principles are maintained in planning of public health interventions and services including ability to manage and control budgets• Excellent organisation and time management skills and ability to produce work of high quality to tight timescales and to prioritise work areas for the team and delegate as appropriate,• Well-developed computer skills with proficiency of Microsoft Office packages including Word, Excel, Access, Outlook etc.		
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Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Highly motivated with a passion and enthusiasm to lead • Ability to work within and across teams as well as the ability to prioritise own workload and work on own initiative, independently and to deadlines • Ability to communicate both orally and in writing with a wide range of people and organisations • Personal demeanour and credibility, which inspires confidence and motivates colleagues 		Application and Interview
Other requirements	<ul style="list-style-type: none"> • Due to the role requiring frequent travel between venues across the borough and outside the borough, a full driving licence and access to a motor vehicle is required for this role • Must be able to vary working hours to incorporate evening and weekend meetings as required 		Application

Person Specification dated: September 2019

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.