Public Health Scotland

# JOB DESCRIPTION FOR EVALUATION

# JOB DESCRIPTION

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| 1. JOB DETAILS | |
| Job Title | head of healthcare public health (Clinical and Public Health IntelligenCe and Research) - CONSULTANT in PUBLIC HEALTH/CONSULTANT IN PUBLIC HEALTH MEDICINE  NHS Scotland Consultant or agenda for change band 9 Hours: 40 per week. Applicants on any working pattern are welcome to apply for this post. |
| Immediate Senior Officer | Director of Public Health Science |
| Department | Public Health Scotland |
| Organisation | Public health Scotland |
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| 2. JOB PURPOSE | |
| Public Health Scotland (PHS) has been established to provide national professional leadership to deliver a world-class public health system for Scotland. As a senior leader in the organisation, you will play a key role in developing and leading teams to implement the strategic direction and policy of PHS that will deliver that world-class public health system.  The post holder will provide strategic leadership in their topical area to a multidisciplinary team within PHS. As part of the PHS senior team, the post holder will contribute to embedding the idea of a One PHS organisation with a clear culture of excellence, collaboration, innovation, respect and integrity.  The post-holder will operate at consultant level providing professional leadership, management and specialist advice on healthcare public health issues in their topic of expertise within a national context. The post holder will provide professional public health advice and support to PHS and contribute to the strategic business of the organisation.  The post-holder will work to transform Scotland’s public health system, through effective working relationships with stakeholders such as NHS Scotland, Scottish Government and partner organisations.  The post holder will lead and manage in their area within Clinical & Protecting Health (C&PH) and lead a number of key areas, agreed within a job plan, with responsibility for monitoring and investigating the extent and impact of a number of factors on health. They will drive healthcare public health and research activities and support health improvement programmes that aim to reduce the burden of factors that create poor public health, including evaluating the impact of control measures and interventions. They will lead on the provision of expert clinical and public health advice providing services to, and working in partnership with, a wide range of strategic partners and stakeholders. They may be asked to deputise for the Director of Public Health Science and represent PHS at national meetings. | |
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| 3. DIMENSIONS | |

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| The post holder will provide strategic and public health leadership and advice within priority areas as agreed annually during the job planning cycle  This is a national post and the post holder will provide strategic and public health leadership and advice in one of three service areas/divisions within C&PH. The post holder will be expected to lead and manage staff both directly and indirectly, collaborating with colleagues to deliver on a range of cross-organisational projects and programmes.  The post-holder will have responsibility for monitoring and investigating the extent and impact of the relevant factors on public health, working to ensure that steps are in place to reduce their impact and consequences and evaluating the impact of control measures. To do this, the post holder will develop and lead on a portfolio of national and international research projects, securing funding and working in partnership with a range of organisations including those within the academic sector.  The post holder will have prime responsibility for a total budget (capital and revenue) of up to £4.0m, covering staff, capital projects, contracts, equipment, supplies and expenses. The post holder will have an influential role in training and development and will be expected to contribute to workforce development for the national public health workforce. The post holder will identify needs for education and training in their area of expertise and liaise with PHS’s partners in fulfilling these needs. |

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| **4. ORGANISATION CHART FOR CLINICAL AND PROTECTING HEALTH**  Note: Each Service Area is staffed according to the requirements of each individual Service and the staffing levels and reporting lines in the teams managed by the post holder may vary between Service Areas. The key responsibilities of the posts are, however, consistent across each of the Service Areas. |
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| **5. ROLE OF THE ORGANISATION** |
| Public Health Scotland is responsible for leading and enabling the drive to improve health and wellbeing and reduce health inequalities across Scotland.  It will deliver:   * strong public health leadership across the whole public health system in Scotland; * high quality, effective and supportive health improvement, health protection and healthcare public health functions.   It will:   * be intelligence, data and evidence led; * have a key role in enabling and supporting delivery at local level.   It will deliver new leadership roles in relation to:   * public health research; * innovation to improve population health and wellbeing; * supporting the broad public health workforce across Scotland.   Public Health Scotland will make important contributions to the development, implementation and evaluation of health in all national and local policies. The organisation will work across a wide range of topics and settings with many partners and customers, including the Scottish Government, Local Government, other NHS Boards, academia, the commercial sector and the voluntary sector. At the same time, the organisation will focus leadership and expertise on those aspects of health and health inequalities where there is the greatest potential for improvement and where the organisation’s skills and resources can give the most added value.  PHS is a values driven organisation and we expect all our staff to role model our values in everything they do.  Diagram  Description automatically generated |
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| **6. KEY RESULT AREAS** |
| **Strategic Leadership**  As a member of the wider PHS leadership cohort, the post holder will champion change and ongoing public health improvement and contribute to the development and agreement of the organisation’s long term strategic plan (typically 5 years) and key priorities that will deliver impact across the public health system in Scotland. This will include:   * Providing leadership and line management of staff in their service area and associated activities/programmes within C&PH; * Lead/co-lead the areas of activity/programmes which seeks to improve public health in Scotland; * Champion change and ongoing public health improvement against a background where expert/ stakeholder opinion may differ. * Provide public health input to the development and implementation of relevant Scottish and UK Government health policy e.g. through participating in expert advisory groups; * Recommend measures to maximize risk reduction and health impact, and evaluate the extent to which measures maximize health benefit through participation in expert scientific advisory groups; * Co-ordinate, where appropriate, national public health programmes designed to achieve priority public health objectives identified by Scottish Government; * Develop and promote close working links with key stakeholders e.g. NHS Boards, Local authorities, Scottish Government, Academic bodies, third sector; * Carry out performance management and staff development of the multidisciplinary team working under the post-holder’s leadership and management; * Ensuring the staff within their allocated service area/division are managed effectively through its service managers * Have responsibility for the professional development of consultants under their remit and other professions within the service area. * Participate and take lead responsibility for certain areas within the strategic development, business planning and relevant corporate functions of PHS;  Stakeholder Engagement and support  * Develop and maintain close working links with key stakeholders e.g. Scottish Government, NHS boards, clinicians, local authorities, academic bodies, third sector etc. * Seek views from stakeholders on their own priorities and needs for PHS services and how these can be improved. * Provide input to the development and implementation of relevant Scottish and UK Government clinical and public health policy (e.g. through participating in expert clinical and scientific advisory groups). * Ensure an effective and timely response to enquiries from the media, NHS management, parliamentary questions and other interested parties. * Assure the processes and outputs relating to the above and report on them to stakeholders, governance groups and other relevant bodies.  Epidemiology  * Support the development and maintenance of epidemic intelligence systems designed to monitor levels of health and healthcare delivery and their consequences and the impact on these of clinical and public health interventions. * Lead responsibility for the design, development and improvement of monitoring systems, processing and uses of data so that findings of significance are identified, their relevance to risks to public health assessed and when necessary, alerts or other communications issued. * Ensure that the data processes involved in epidemic intelligence systems meet quality standards especially those related to confidentiality and statistics. * Participate in and when appropriate, lead the epidemiological investigation of priority health problems. * Ensure effective liaison with partners’ especially NHS boards, Local Authorities, Integrated Joint Boards, Healthcare Improvement Scotland, UK and Scottish public health bodies. * Quality assure and sign off PHS reports on public health issues related to the above especially those which enter the public domain.  Monitoring and Surveillance  * Supervision of routine surveillance activities, including reporting e.g. weekly and ad-hoc reports; quality assurance, review and sign-off of any surveillance outputs; interpretation of unusual data trends or reports; dealing with data related enquiries in support of team members, including dealing with media/press enquiries and official requests (e.g. Scottish Government etc.). * Applying specialist Consultant experience and expertise to the analysis of routine and other surveillance data and conducting risk assessments to determine the need for further action by PHS and develop potential interventions, working with relevant data providers (e.g. NHS boards (territorial and specialist) and Local authorities.  Expert Advice  * Ensure the provision of expert advice on key areas of public health, including maintaining links with key local, UK and international experts and participating in PHS knowledge management systems. * Participate in and when appropriate, lead networks of professionals in the development of guidance on evidence based practice for use across Scotland. * Lead team work associated with updating healthcare public health advice and guidance materials. * Respond to enquiries by the provision of expert clinical advice to the full range of stakeholders including Scottish Government, NHS boards, local authorities, etc. on matters relating to relevant topics. * Ensure effective risk communication to the public and professionals e.g. via internet, social media, public materials etc.  Responding to Incidents  * Provide input into the management and investigation of relevant incidents involving:   + support to NHS boards via problem assessment groups (PAG) and Incident Management Teams (IMT) associated with healthcare and other related issues;   + lead a national incident management team when appropriate;   + provide resilience and cross cover for incident response when required.  Education and Training  * Identify needs for education and training on relevant public health issues and support the PHS workforce development function in meeting them. * Respond to ad-hoc requests for input into education and training events specifically on relevant topics. * Contribute to the training of Public Health Specialty Trainees and the public health workforce.  Research & Development  * With the Director of Public Health Science lead the oversight and governance of research within PHS * Lead the implementation and further development of the clinical programme and develop opportunities for R&D as it relates to the area of responsibility. * Ensure that there is an oversight of the current scientific literature related to the area of responsibility and that key findings, gaps in evidence and research needs are identified. * Liaise with stakeholders on the identification of research needs and the application of research findings to improving public understanding, policy, practice and service delivery. * Through collaboration with academic, private sector and NHS agencies, develop and where appropriate, lead a portfolio of research projects. * Optimise the number of publications of internet searchable specialist reports and peer-reviewed scientific articles in the work undertaken in the area of responsibility.  GENERAL  * There is no expectation that the post holder will be required to undertake any health protection on-call commitments but they may be required to participate in an executive director on call rota. * Contribute to the organisation’s corporate work-streams as required e.g. Resilience, Clinical Governance, Clinical Effectiveness, Evidence Advice and Guidance, Epidemic Intelligence. * Ensure that work led by the post-holder follows PHS and NHS Clinical, Information and Research Governance guidelines. * Promote the work of PHS at conferences, seminars and workshops, both nationally and internationally, via presentations and lectures etc. * Contribute to the training of professionals attached to PHS for this purpose. * Assist PHS in carrying out other appropriate duties as and when required. * Participate in the organisation’s staff appraisal scheme and departmental audit, and ensure appraisal and development of any staff for which s/he is responsible * Contribute actively to the training programme for Foundation Year Doctors/SHOs/Specialist Registrars in Public Health Medicine and Public Health Specialist Trainees as appropriate, and to the training of practitioners and primary care professionals within the locality * Pursue a programme of CPD/CME, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health Register or other specialist register as appropriate.  ESTABLISHMENT OF PUBLIC HEALTH SCOTLAND  * Within a developing organisation in a fast changing environment, build a One PHS culture of excellence, innovation and collaboration |
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| 7. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be managerially accountable to the employing authority (Public Health Scotland) through the Director for Public Health Science, and professionally accountable to Public Health Scotland. The post-holder’s work will be subject to annual appraisal.  This is a national expert and advisory role with a high degree of autonomy, working within PHS’s strategic and operational framework.  The post holder has the autonomy to self-direct workload through identifying and responding to any changing needs.  The post holder will have responsibility for managing and leading staff, including delegating and assigning work to others including researchers and other professional staff as necessary.  Within the job plan/objectives agreed with the Director of Public Health Science, the post holder has responsibility and delegated authority to take the necessary action to deliver the objectives agreed. The post holder will also be governed by professional ethics, guidance issued by the Scottish Government, professional and expert bodies, NSS and PHS Clinical, Information and Research Governance guidelines.  The post holder will be expected to anticipate problems, needs and emerging issues, identifying and initiating actions required to resolve highly complex situations.  Working with the Director of Public Health Science and those with line management responsibility for the relevant specialist services, the post holder will develop an annual job plan.  The objectives will be aligned to the business and strategic objectives of PHS in their areas of responsibility and with the Personal Development Plan arising from their appraisal and agreed by their line manager. |
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| 8. COMMUNICATIONS AND WORKING RELATIONSHIPS |
| The post holder will liaise with colleagues from other disciplines and clinical groups – they may also be required to carry out duties in other teams or other areas of the organisation if required commensurate with their background and training.  The post holder will be expected to have exceptional communication leadership skills across the spectrum of communication modalities. They will be expected to communicate sensitively, appropriately and effectively with staff at all levels within stakeholder organisations on often contentious, emotive, complex health issues and will require to adapt the complexity of information presented as necessary. The post holder may be required to communicate effectively with members of the public (on both one to one basis and for large public group settings) on potentially emotive issues (which may attract a high level of media or political interest) and provide complex information on a wide range of clinical and public health issues clearly at a level appropriate to the audience. Often these need to be done within short timescales. The post holder would be expected to undertake media interviews in connection with their duties to the highest professional standards.  The post holder will represent PHS in a number of fora/networks to exchange specialised epidemiological/scientific information in relation to surveillance, mainly through written and oral communications but also during attendance at meetings, seminars and conferences at local, national and international level. This can involve engagement with and briefings of senior Government and NHS officials and occasionally, Scottish Ministers.  The post holder may be expected to lead multi-disciplinary and multi-agency groups charged with co-ordinating the delivery and assessment of a major health intervention or the management of a Scotland–wide public health incident in their topic of expertise. This will entail effective chairing, crisp decision making and clear reporting for accountability purposes. |
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| 9. MOST CHALLENGING PART OF THE JOB |
| Managing and leading a diverse group of clinical, scientific and business staff within one of the three service areas in C&PH.  Maintaining consistently high standards in assessing, interpreting and communicating information and intelligence and in providing expert advice (including public health advice) in a way that meets the needs of stakeholders.  Exercising expert judgement in a consistent, clear and understandable way in relation to assessing complex information governance risks.  Communicating decisions to stakeholders, who may be sceptical about the decision.  Being adaptable and flexible in responding to competing demands and priorities in a rapidly changing professional and organisational environment.  Demonstrating leadership when faced with significant professional and organisational challenges.  Effectively managing significant levels of uncertainty, where evidence to enable informed risk assessment and advice on risk management is often lacking, requiring significant personal judgement on appropriate action to minimise human health risks. |
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| 10. SYSTEMS |
| The post holder will be expected to utilise standard packages such as Microsoft Office and have or rapidly develop an understanding of packages used for the interrogation, extraction, manipulation and presentation of data. The post holder will lead the development of data sets, databases and information reporting products, championing the use of latest technology and statistical methodologies.  The post holder will lead on the delivery of improvements to modernise existing systems in terms of quality, timeliness and reliability of data. Promote the integration of approaches to capture and analyse timely data, championing the avoidance of duplication of effort and the use of established quality controlled national systems.  The post holder may be expected to use a range of computer based software such as word processing, databases and presentation packages, as well as specialised software for data analysis such as SPSS, EpiInfo and STATA.  The post holder will be expected to have completed/complete information governance training. |
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| 11. WORKING ENVIRONMENT AND EFFORT |
| **Physical Effort**  The position is desk based, in an open plan environment, with the requirement to sit at, read from or input into a PC for the majority of the day. It is likely that there will be opportunities for some of this desk work to be done remotely, in a home working environment.  **Mental Effort**  Frequent requirement for intense concentration (e.g. report-writing, undertaking literature reviews or complex statistical analyses), as well as the ability to change activity on request. Expected to meet demands at short notice during outbreak and crisis situations whilst also providing leadership to others.  **Emotional Effort**  The post requires an ability to cope with the demands associated with rapidly changing priorities, expectations of an immediate response and dealing with issues which can attain high public and political profiles.  The post holder may on occasion be required to deal with members of the public on issues that may be highly emotive or in situations where individuals feel particularly vulnerable or agitated. The post holder is expected to demonstrate empathy and provide reassurance to these individuals where necessary. |
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| **12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT** |
| Office / open-plan office setting. Requirement to use Visual Display Unit equipment for long periods. Requirement to use printers, photocopiers and scanners.  As part of their role the post-holder is required to travel within Scotland, but may occasionally be required to travel elsewhere in the UK or abroad. |
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| 13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST |
| Qualifications/training/registration  The post holder must be registered on the Specialist Register of the General Medical/Dental Council in Public Health or on the UK Public Health (Specialist) Register. Applications will be considered from Specialist Registrars with Part B MFPH if they can evidence expected CCT award within six months of the interview date. Applications will also be considered from specialists who can demonstrate that an application has been made to the UK Public Health Register and that acceptance is anticipated.  The post-holder is required to have   * A post-graduate qualification or equivalent in public health or a relevant discipline * Substantial experience/understanding of public health practice within the UK NHS or broadly equivalent roles * Experience of working in multidisciplinary teams * Practical experience of facilitating change in practice   Experience   * Staff management and staff leadership experience are required for this role. * Experienced in leading epidemiological investigations. * Ability to lead and report on clinical and public health projects or programmes, experienced in chairing multi-agency meetings and leading multidisciplinary teams. * Demonstrable experience in communicating on risks to public health, especially to NHS professionals and the media.   Knowledge & Understanding   * Awareness of the social and political environment within which PHS operates. * Understanding of the NHS in Scotland, especially its public health services * Detailed understanding of methods of surveillance and epidemiological investigation, risk assessment, risk communication and case, incident and programme management. * Appreciation of methods of research, critical appraisal of evidence, guideline development and statistical predictive modelling. * Understanding of the wider social and political environment of health and health care * Ability to communicate the clinical interpretation of information and intelligence in a way that is clear to medical and non-medical colleagues; * Ability to communicate information and intelligence to colleagues, policy makers, the NHS, the media and the public clearly and accurately through both verbal and written routes; * Demonstrable commitment to Continuous Professional Development. |