

# PUBLIC HEALTH SCOTLAND

# JOB DESCRIPTION

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| 1. JOB DETAILS | |
| Job Title | Head Of Environment & Emergency Response - Consultant In Public Health/Consultant in Public Health Medicine |
| Immediate Senior Officer Department | Director of Public Health Science/ Medical Director  Clinical, Public Health Intelligence and Research Division |
| Directorate | Clinical and Protecting Health |
| Location  Grade | Edinburgh/Glasgow  NHS Consultant Grade (GMC/GDC registered) plus management allowance or Agenda for Change Band 9 (UKPHR registered) |
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| 2. JOB PURPOSE | |
| Public Health Scotland (PHS) has been established to provide the national level 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 clinical and strategic leadership in their topic area to a multidisciplinary team within Clinical & Protecting Health (C&PH) and as part of the senior team embedding 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 clinical advice on environment and emergency response 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 postholder 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 service area within C&PH and lead in a number of key areas, agreed within a job plan, with responsibility for monitoring and investigating the extent and impact of a number of impacts on health. They will drive health protection programmes and research activities 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 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 and represent PHS at national meetings. | |
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| **3. DIMENSIONS** | |

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| The post holder will provide strategic public health leadership and clinical advice within priority areas as agreed annually during the job planning cycle.  This is a national post and the post holder will provide strategic clinical and public health leadership and advice in their service areas 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 environmental/social/economic 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 oversight of 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 on their area of expertise and liaise with PHS’s partners in fulfilling these needs. |

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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.  We 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.   We:   * are intelligence, data and evidence led; * have a key role in enabling and supporting delivery at local level.   We 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 makes important contributions to the development, implementation and evaluation of health in all national and local policies. The organisation works 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 focuses 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  **Clinical & Protecting Health Statement**  The role of the Clinical and Protecting Health Directorate is to protect the people of Scotland from infectious and environmental hazards; enable high-quality clinical and public health knowledge, research and innovation; and change clinical and public health practice by using audits at a national and local level. |
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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 clinical leadership and line management of staff in one of the service areas 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. * Recommend measures to maximize risk reduction and health impact, and evaluate the extent to which benefits are being realized in order to maximize health protection; * Provide clinical input to the development and implementation of relevant Scottish and UK Government public health policy e.g. through participating in expert scientific advisory groups; * Co-ordinate, where appropriate, national health protection 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; * Report on these issues to governance groups and other relevant bodies; * Ensuring the staff within their allocated service area/division are managed effectively through its service managers. Carry out performance management and staff development of the multidisciplinary team working under the post-holder’s leadership and management. * 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 public health policy (e.g. through participating in expert scientific and clinical 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.  Epidemic Intelligence and epidemiology  * Support the development and maintenance of epidemic intelligence systems designed to monitor levels hazards and their consequences and the impact on these of health protection 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.   Lead incidents (epidemiological, microbiological) for which PHS has responsibility or when requested by boards.   * Ensure effective liaison with partners’ especially NHS boards, Local Authorities, UK and ECDC counterparts 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 surveillance outputs; interpretation of unusual case reports/clusters/potential outbreaks and incidents; dealing with data related enquiries in support of team members, including dealing with media/press enquiries and official requests (e.g. Scottish Government etc.). * Monitoring of UK and International Surveillance Systems alerts and liaison including Epidemic Intelligence Information System (EPIS); scanning for reports for relevancy for Scotland/UK and making reports on local issues as required to European and other International networks. * Applying specialised 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 potential intervention, working with relevant data providers (e.g. NHS board Health Protection & Infection Prevention and Control Teams and LA Environmental Health Teams).  Coordinating National Health Protection  * Progressing specific health protection priorities identified to inform the annual job planning cycle in liaison with any other Consultants in Public Health Medicine. Leading/Co-leading the programme with the Director of Public Health Science and other Consultant/specialist colleagues as appropriate. * Supervision of activities of the team in relation to national health protection role for such work at PHS, Scotland, UK and International level.  Expert Advice  * Ensure the provision of expert clinical advice on environment & emergency response, 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 clinical and public health guidance on evidence based practice for use across Scotland. * Lead team work associated with updating health protection/clinical advice and guidance materials. * Respond to enquiries by the provision of expert 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 healthcare and public health professionals e.g. via internet, social media, public materials etc.  Responding to Incidents  * Provide input into the public health and clinical management and investigation of relevant incidents and outbreaks involving:   + support to NHS boards via problem assessment groups (PAG) and Incident Management Teams (IMT) associated with infectious disease and environmental incidents;   + lead a national incident management team when appropriate;   + provide resilience and cross cover for incident response in relation to any outbreaks and environmental incidents 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 Specialist Trainees and other health protection workforce.  Research & Development  * 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. * Related to the research projects and work undertaken in the area of responsibility, optimise the number of publications of internet searchable specialist reports and peer-reviewed scientific articles.  GENERAL  * 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 including training of Public Health specialist trainees. * Assist PHS in carrying out other appropriate duties as and when required. On call for health protection – likely to be 1:10 rota. * Ensure adequate involvement in a programme of CPD in accordance with Faculty of Public Health requirements, and undertake revalidation or other measures required to remain on the GMC or UKPHR.  ESTABLISHMENT OF PUBLIC HEALTH SCOTLAND  * Within the new organisation, 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 under the NHS consultant appraisal scheme.  This is a national clinical 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, delegating and assigning work to others including researchers and other professional staff as necessary.  Within the job plan 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.  The post holder will also play a major part in continuing the close working relationships between PHS and its stakeholders across the Scottish Health Protection Network (including Scottish Government, NHS Boards, NHS Health Scotland, NHS Education Scotland, Local Authorities, academic bodies) and externally e.g. PHE, ECDC and WHO.  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 public health issues and will require to adapt the complexity of information presented as necessary. Furthermore, 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 public health issues clearly at a level appropriate to the audience. Often these need to be done within short timescales. The postholder 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 clinical/epidemiological/scientific information in relation to surveillance, infection/exposure prevention and control etc., 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 will be expected to lead multi-disciplinary and multi-agency groups charged with co-ordinating the delivery and assessment of a major health protection 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 their service areas in C&PH.  Maintaining consistently high standards in assessing, interpreting and communicating information and intelligence and in providing expert clinical 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 R, 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. There will be opportunity for hybrid working- office and 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, or hybrid and if appropriate, remote working. 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 See the separate Person Specification. |
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| 16. SUGGESTED JOB PLAN |
| APPLICABLE TO MEDICAL CONSULTANT LEVEL ONLY  **Name: Head of Environment & Emergency Response Division**  **Specialty: Public Health**  **Principal Place of Work: Edinburgh or Glasgow**  **Contract:** **Whole Time**  **Programmed Activities: Indicative PA Split: DCC 5, management role 3, SPA 2:**  **Managerially Accountable to: Director Public Health Science and Medical director**  **PHS 10 PAs**  **a) Timetable of activities which have a specific location and time**   |  |  |  | | --- | --- | --- | | **DAY** | **HOSPITAL/ LOCATION\*** | **TYPE OF WORK** | | **Monday**  **From / To**  9.00-13.00hrs  13.00- 17:00 hrs | Public Health Scotland or remote working | Management duties  Public Health Duties | | **Tuesday**  **From / To**  9.00-17.00hrs | Public Health Scotland or remote working | Public Health Duties/SPA | | **Wednesday**  **From / To**  9.00-13.00hrs  13.00- 17:00 hrs | Public Health Scotland or remote working | Management duties  Public Health Duties | | **Thursday**  **From / To**  9.00-17.00 hrs | Public Health Scotland or remote working | Public Health Duties/SPA | | **Friday**  **From / To**  9.00-17.00hrs | Public Health Scotland or remote working | Management duties  Public Health Duties |   ***\* The detailed Job Plan and location of duties will be agreed with the successful candidate at the time of the appointment, taking account of the experience, skills and interests of the candidate and how they can best be used within the Consultant team.***  On call for health protection – likely to be 1:10 rota |