NHS GREATER GLASGOW AND CLYDE

# JOB DESCRIPTION TEMPLATE

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| 1. **JOB IDENTIFICATION**   Equivalent to National Profile Health Improvement Practitioner Specialist | | | |
| **Job Title:** | Health Improvement Senior (Workforce Development/Training) | | |
| **Responsible to:** | Public Health Programme Manager | | |
| **Department(s):** | Health Improvement Team | | |
| **Partnerships/HSCP’s:** | Public Health Directorate | | |
| 1. **JOB PURPOSE**   The post holder has responsibility for a broad portfolio of health improvement and health inequalities work in line with the NHSGGC Public Health Strategy Turning the Tide and Public Health Priorities, Scottish Government priorities and local health needs. The post holder has lead responsibility for the development and delivery of the Health Improvement Workforce Development (Training) portfolio of work streams providing strategic and operational leadership to ensure delivery. The post holder is required to act in an advisory capacity to provide specialist health improvement support to colleagues and partners, providing work stream management and potential staff management relating to Health Improvement Workforce Development Plan.    The post holder is responsible for establishing and sustaining links internally within GGC NHS Board and key external partners/clients/communities to promote health improvement and address inequalities in health.  The post holder will lead development of work streams across NHSGGC in relation to co-ordinating, developing and delivering training to promote health behaviour change in line with national guidance and best practice. The post holder will work closely with Health Social Care Partnerships, acute and mental health directorates, relevant departments within Local Authorities, wider NHS & the voluntary sector to deliver area-wide action plans to achieve delivery in relation to Smoking Cessation, Weight management and other priority programmes. | | | |
| 1. **ROLE OF DEPARTMENT**   **Public Health Directorate**  The directorate is organised in multi-disciplinary managed teams around the three domains of Public Health (i.e. Health Protection, Health Services and Health Improvement) underpinned by Public Health Directorate Services. Each section has capacity for section management and integration of programmes and administration across the Directorate. A consistent approach operates for systems management and governance through business management and administrative support. All programmes are underpinned by evidence based practice with research and evaluation capacity and are equality proofed.  **Health Improvement Section**  The functions of this section include surveillance and assessment of the population’s health and well-being; policy and strategy development; assessment of the evidence of effectiveness of interventions; development of programmes and services to meet the health needs of the population and provision of expert public health/Health Improvement advice and leadership to support and inform an evidence-based approach to planning and service redesign. Integrated within this approach, the section facilitates the delivery of Health Improvement interventions and service delivery at a Board-wide level. This section will monitor progress in meeting health improvement targets and support local teams to deliver interventions.  The section will work in partnership with NES, PHS, Local Authority services both directly and through HSCP teams to deliver health improvement interventions and influence public health action across disciplines and organisations.  This section leads the development and delivery of national /local programmes or initiatives for health improvement across GGC and co-ordinates delivery of the Health Improvement Workforce Development Plan. | | | |
| 1. **ORGANISATIONAL POSITION**   Public Health Programme Manager  Health Improvement Senior – This Post  1 x HV Practice Development Lead  2 x Health Improvement Leads  1 x PH Senior Analyst  7 x Health Improvement Seniors  1 x Health Improvement Practitioner  3 x T2 Diabetes Pathway Facilitators | | | |
| 1. **SCOPE AND RANGE**   To provide specialist health improvement and inequalities expertise to develop, and ensure others are able to deliver work streams to improve health and reduce health inequalities. The post holder will have a comprehensive evidence base and policy context in order to provide support/give direction and advice in health improvement. With specialist knowledge and skills in a given subject, skill and/or setting i.e. Health Behaviour Change.  Post holder is required to establish and maintain key partnerships with statutory, voluntary and community organisations at a managerial level to facilitate, co-ordinate and ensure implementation of Health Improvement Workforce Development programmes in order to improve health and address inequalities in health of the population.  Post holder will advise strategic forums and lead working groups as required and be able to plan and organise a broad range of partnership and programme functions.  The post holder will liaise with national organisations to deliver specific policy objectives such as those outlined in Smokefree Generation 2018; Healthier Future 2018 or underpin long term condition framework delivery to ensure NHSGGC contribution to national strategies .  The post holder will require to engage with communities of interest to promote engagement, performance manage contracts and advise on health improvement issues  The post holder will be required to ensure the delivery of a number of health improvement work streams and will be responsible for project/programme management. The post holder will demonstrate Public Health Skills and Knowledge competencies in the delivery of this role.  This role may involve the management of practitioner and professional health improvement posts, the recruitment, supervision and performance management of staff.  Post holder is required to inform budgetary decisions in conjunction with the delegated budget holder, including investment requirements, sustainability arrangements and work to attract additional investment/ resources in kind from NHS and other partners to support delivery of programmes. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES** 2. Plan, develop and implement health improvement work streams in line with national/local strategies. Responsible for ensuring work streams are inequalities sensitive, reflect need and build on existing evidence to maximise the impact on health gain and reduced health inequalities. 3. With national and local agencies and partnership/HSCP/Acute staff and local authorities support and implement evidence based health improvement work streams in relation to workforce development and health behaviour change. 4. Support and develop partnerships to work collaboratively to secure new and sustainable funding to continue existing and develop new health improvement initiatives and services, ensure that appropriate implementation and monitoring systems are in place. 5. Undertake a lead role in delivering health improvement work streams in partnership with others including chairing meetings and participating in relevant forums and committees. Contribute to the development, co-ordination and implementation of health improvement frameworks across Partnerships/ HSCPs/Acute and be responsible for risk management for these work areas. 6. Where appropriate contribute to the design and development of health improvement policy implementation across a range of settings (workplaces, NHS, and communities) and partnerships. This will involve contributing to key policy drivers such as Smokefree Generation; Healthier Future or Long term Condition strategies such as Type 2 Diabetes Prevention Framework 7. Support training needs of communities and organisations including voluntary sector to undertake needs assessments in the development of health improvement activities to address identified needs. 8. Deliver specific aspects of research programmes contained within the Health Improvement plan and disseminate research and evaluation findings from health improvement initiatives to others in order to inform and develop evidence-based practice. 9. Undertake the evaluation of projects in line with professionally agreed criteria (Effectiveness, Efficiency, Equality, Appropriateness, Acceptability and Sustainability) and ensure projects are aligned with Public Health Standards of Practice and local reporting structures. 10. Develop and support the involvement of communities/other settings within health improvement training planning and delivery to ensure local circumstances are reflected in the implementation of training programmes. 11. Responsible for ensuring health improvement contracts are delivered for specific areas of work in collaboration with Line Manager. This may involve performance managing contracted health improvement services and the development of schedules of delivery within service level agreements. 12. Be the responsible project team lead for agreed health improvement work streams, supporting a collection of staff some of which there will be no direct line management responsibility. 13. Responsible for the professional leadership of health improvement colleagues to provide quality and effective health behaviour change training. Provide supervisory and professional development, support, performance monitoring and direction for those involved in delivering training programmes. 14. Ensure quality in the design and delivery of resource materials and health improvement training programmes for a wide variety of audiences including undergraduate students, community health workers and professionals. 15. Contribute to the decision making process for specific budgetary spend within health improvement work streams 16. Provide updates and reports to managers as required and deputise for their line manager and Partnership/HSCP/Acute as required. 17. Take responsibility for organisation and delivery of own work plan 18. Keep abreast of public health policy and practice through continuous personal development maintaining specialist health improvement/public health competencies. | | | |
| 1. **SYSTEMS AND EQUIPMENT**  On a regular basis post holder is required to use general information technology systems/packages including Intranet and Internet, M365 teams, Microsoft Word, Microsoft Access, Microsoft Outlook (email system), Power Point and Microsoft Excel. Post holder is required to utilise paper files and simple filing systems (manual and computerised) for notes/reports.  Post holder responsible for professional obligations in terms of the Data Protection and Freedom of information Acts.  This post regularly utilises general equipment such as:  Telephone Photocopier Computer  Printer Laptop & projector  Responsible for implementation of a number of programmes through agreed annual work plans (agreed with Health Improvement Lead).  Provides supervision and professional support to Health Improvement Practitioners and staff from partner organisations when needed.  Utilise range of local/national information sources used for health/social care data in the production of reports and funding applications.  Responsible for adherence to research protocols includes research governance, ethics and commissioning.  Facilitate and contribute to partnership planning systems, e.g., Joint Health Improvement Plans. Provide regular reports and updates for Committees. Manage associated contribution to Performance Management Framework. | | | |
| 1. **DECISIONS AND JUDGEMENTS**   Post holder is required to operate autonomously on a daily basis including management of own workload and that of staff, and provision of professional advice to other key agencies, partners and stakeholders.  Formal supervision will be undertaken by Line Manager to review work programme.  Line Manager will carry out annual appraisal and performance review.  The post holder is expected to make decisions regarding the short-term and long-term duration of projects within their work plans to ensure they achieve the desired direction and outcomes overcoming potential and real barriers based on understanding and application of relevant evidence base.  The post holder is expected to chair and manage meetings related to their work plan.  The post holder is required to consider their own personal development and keep up to date with Health Improvement theory and knowledge at a specialist level to be able respond to changing health agenda. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Post holder is expected to communicate at all levels across the Health Board/ HSCP area and with other partner agencies including the establishment of key working relationships internal and external.  Post holder is expected to communicate research, policy, and professional guidance to a wide range of professional and public audiences.  Post holder is expected to produce written reports; IT based information and relevant resources for a wide range of professional and public audiences.  Internal  Line Manager / SMT  Public Health Directorate colleagues  HSCP HI Team Members/HSCP clinical colleagues.  Acute / Mental Health clinical colleagues  Administration staff  External  Scottish Government  Public Health Scotland  NHS Education Scotland (NES)  Other NHS Boards  Public Sector Organisations e.g. Local Authorities and Community Planning Partnerships.  Voluntary Organisations, e.g., Community Health Projects.  Community reps and members, e.g., service users, young people.  Media.  The post holder is expected to be the health representative on key groups with responsibility for explaining Health Policy and Strategy to a range of partner agencies to promote a shared vision for local health improvement.  The post holder is expected to:   * comment on consultation documents and local strategies; * Bring local knowledge to the attention of team members and other colleagues within the Health Improvement Team. This information will inform and influence future plans and priorities; * motivate and encourage the local community to be part of the health improvement decision-making structures and processes; * facilitate the communication of different agendas between key partners to achieve mutually beneficial health improvement outcomes using a number of formats and approaches; * Regularly undertake presentations and deliver training to a range of partners including professional and community members.     The post requires high level of written and oral communication skills, including public speaking and facilitation skills. | | | |
| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**   Physical Skills   * Computer skills.   Physical Demands   * Regular use of computing equipment. * Lifting and carrying materials/resources/equipment - particularly when delivering training. * Regular travelling across NHS Board area.   Mental Demands   * Retention and communication of specialist knowledge and information in both Health Behaviour Change and topics such as Tobacco/ Weight management. * Post holder will have to deal with frequent interruptions that will require him/her to respond to requests for specific information and focus on a different task or activity. * Concentration required when reading/writing documents and reports, especially when working to tight deadlines. * Post holder is required to appreciate and understand other partner agencies working environment, limitations and agendas. The post holder is expected, at times, to acquire an understanding of other agencies specialist area. * Management of conflict and regular problem solving   Emotional Demands   * Challenges associated with partnership working. This can relate to conflicting agendas between partner agencies and the need to work towards an agreed goal or outcome. | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   To work across multi-agency partnerships to ensure the delivery of planned Health Improvement work streams and to ensure that these work streams are fully implemented and evaluated. This in addition to:   * managing time effectively and prioritising workload to balance conflicting priorities to meet deadlines; * To ensure up to date evidence based practice underpins delivery of health improvement work streams, which aim to reduce inequalities in health. | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   Qualifications   * Educated to Degree or equivalent level * Postgraduate diploma in health related discipline (desirable).   Experience:   * Proven experience working in a relevant, specific topic, setting, and skill based health improvement arena. * Extensive experience in delivering training * Project planning, management and implementation. * Partnership working and negotiation. * Project management. * Supervisory experience (desirable)   Knowledge:   * Understanding of Health improvement principles and practice. * Understanding of health behaviour change theory and practice. * Understanding of tobacco / weight management topic, setting or subject area and related issues and policy. * Understanding of inequalities in health. * Knowledge of funding sources.   General Skills   * The post holder is expected to demonstrate skills in line with the Standards for Public Health Practice (Health improvement Competencies at a Foundation-Core level).  |  |  | | --- | --- | | **SKILLS** |  | | Data interpretation and analysis skills | * Ability to analyse and interpret information about health and well-being. * Ability to undertake needs assessment activity with communities. | | Partnership working and negotiation skills | * Ability to communicate with a wide range of people re health and well being. * Ability to work in partnerships to influence health. | | Effective practice skills | * Ability to apply evidence base to practice. | | Communication/Interpersonal skills | * Ability to develop and maintain effective collaborative working. * Ability to work in partnership with individuals and communities to improve health. | | Project management and evaluation skills | * Ability to plan, implement and review work streams. | | Policy development skills | * Ability to undertake local policy development in a range of settings. | | Planning and education skills | * Ability to facilitate learning, organise and deliver training and support community action on health. | | Leadership skills | * Ability to provide leadership for health improvement within projects, work streams and working groups. | | Research skills | * Ability to undertake research and development in relation to practice. | | Independent working/time management skills | * Ability to manage and evaluate own activities. * Ability to manage time effectively and challenge inefficiencies. | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | | **Date:**  **Date:** |