

For the Attention of All Applicants

**Job Description Notice of Change**

Public Health Scotland (PHS) is a new organisation, formally established on the 1 April 2020 that brings together the experience and knowledge of NHS Health Scotland and two parts of National Services Scotland - Health Protection Scotland (HPS) and the Information Services Division (ISD). Staff were migrated to become PHS employees from this date on existing job descriptions.

As a result of the recent merger and establishment of PHS, job description(s) associated with the current vacancy still reflect the National Services Scotland brand and structure. Candidates are advised that all job description(s) shall be updated over the coming months to reflect PHS branding and organisational structure as part of the establishment of the new organisation.

# JOB DESCRIPTION

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| **1. JOB DETAILS** | | | | | | |
| Job Title | | CONSULTANT/Specialist in HEALTH PROTECTION Band 8d | | | | |
| Immediate Senior Officer | | Clinical Director for Health Protection | | | | |
| Division | | Health Protection Scotland (HPS) | | | | |
| Strategic Business Unit | | Public Health & Intelligence | | | | |
| Location  Reference: | | Meridian Court, Glasgow  NPPHIG200 | | | | |
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| **2. JOB PURPOSE** | | | | | | |
| The post holder will provide strategic leadership to a specific Health Protection programme to ensure that it effectively influences policies and actions to reduce the burden of ill health from public health threats in Scotland. As a Consultant/Specialist, he/she will be a member of the Public Health and Intelligence senior public health professional team. He/she will be a principal adviser to HPS’s partners in their area of expertise, including NHS Boards, Local Authorities and the Scottish Government.  The post holder will lead in a number of key areas, agreed within a job plan, with responsibility for monitoring and investigating the extent and impact of a range of infectious diseases and environmental hazards. He/she will drive health protection programmes and research activities that aim to reduce the burden of disease, including evaluating the impact of control measures and interventions. He/she will lead on the provision of expert advice providing services to, and working in partnership with, a wide range of strategic partners and stakeholders. | | | | | | |
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| **3. DIMENSIONS** | | | | | | |
| This is a national post and the post holder will provide strategic leadership to one of HPS’ multidisciplinary teams working on a specific health protection programme. Whilst the post holder will not line manage team members, he/she will provide strategic, professional and clinical leadership to teams as described in the key result areas.  The postholder will work closely with the other programme leads both within clinical groups and across the wider organisation. Collectively, they will provide expertise and leadership across HPS on a range of infectious and environmental hazards and public health threats.  The post-holder will have responsibility for monitoring and investigating the extent and impact of relevant health outcomes, working to ensure that steps are in place to reduce their incidence and consequences and evaluating the impact of control measures. The organisation is a recognised centre of epidemiological expertise and is responsible for ensuring that this is best applied to protect Scotland’s health. As such 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 not assume budget-holder responsibility but will, through the development of business cases e.g. bids to government, require to understand the NSS business case process and requirement to operate within the Standing Financial Instructions. The post holder will have an influential role in training and development and will be expected to contribute to the implementation of the joint HPS/NES Strategy for Workforce Education Development for the national health protection workforce. The post holder will identify needs for education and training on his/her area of expertise and liaise with HPS’ partners in fulfilling these needs. | | | | | | |
| **4. ORGANISATION CHART** | | | | | | |
| *See attached HPS Organogram - the structure for the new Strategic Business Unit is currently under development.* | | | | | | |
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| **5. ROLE OF THE DEPARTMENT** | | | | | | |
| Health Protection Scotland (HPS) is part of the Public Health and Intelligence Strategic Business Unit of NHS National Services Scotland (NSS). The purpose of HPS is to work, in partnership with others, to protect the Scottish public from being exposed to hazards which damage their health. It seeks to achieve this aim by carrying out the following functions:   * Monitoring the hazards and exposures affecting the people of Scotland and the impact they have on their health. * Co-ordinating national health protection activity. * Facilitating the effective response to outbreaks and incidents * Supporting the development of good professional practice in health protection. * Monitoring the quality and effectiveness of health protection services. * Research and development into health protection priorities. * Providing expert impartial advice on health protection. * Promoting the development of a competent and confident workforce in health protection * Commissioning national reference laboratories. | | | | | | |
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| **6. KEY RESULT AREAS** | | | | | | |
| **STRATEGIC LEADERSHIP**   * Lead an area of activity or programme which seeks to reduce the risks from infectious agents and maximizes the consequential health impact; * 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 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 maintain close working links with key stakeholders e.g. NHS Boards, Local authorities, Scottish Government, Academic bodies; * Report on these issues to HPS governance groups and other relevant bodies; * Participate in performance management and staff development of the multidisciplinary team working under the post-holder’s leadership; * Participate in the strategic development, business planning and relevant corporate functions of HPS; * Liaise with HPS management in ensuring the effective discharge of the above.   **CLINICAL** Epidemic Intelligence and Epidemiology  * In accordance with HPS’ Epidemic Intelligence Strategy, lead the development and maintenance of epidemic intelligence systems designed to monitor levels of the infections and their consequences and the impact on these of health protection interventions; * Oversee the design, 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 the health protection investigation (epidemiological, microbiological and environmental) in incidents for which HPS has responsibility or when requested by NHS Boards; * Ensure effective liaison with partners especially microbiological reference laboratories, UK and ECDC counterparts and Scottish public health bodies; * Assure and sign off HPS reports on public health issues related to the above especially those which enter the public domain.  Stakeholder Engagement and Support  * Seek feedback from stakeholders on their needs for HPS services and how well these are being met; * Ensure the provision of expert advice on the epidemiology, prevention and control of relevant diseases including maintaining links with key local, UK and international experts and participating in national knowledge management systems; * Participate in and when appropriate, lead networks of professionals in the development of guidance on evidence based practice; * Identify needs for education and training on the epidemiology and control of relevant diseases and support HPS’ workforce development function in meeting them; * Provide input into the management and investigation of incidents and when appropriate, lead a national incident management team; * Ensure an effective and timely response to enquiries from the media, NHS management, parliamentary questions and other interested parties; * Ensure effective risk communication to the public and professionals e.g. via internet, social media, public materials etc; * Assure the processes and outputs relating to the above and report on them to stakeholders, HPS governance groups and other relevant bodies.  Research & Development  * Lead the implementation and further development of HPS’ R&D Strategy 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 HPS work undertaken in the area of responsibility, optimise the number of publications of internet searchable specialist reports and peer-reviewed scientific articles.  GENERAL  * Participate in HPS’ in and out of hours on-call systems; * Contribute to the organisation’s corporate work-streams as required e.g. Resilience, Clinical Governance, Clinical Effectiveness, Evidence and Expertise, Epidemic Intelligence; * Ensure that work led by the post-holder follows NSS and HPS Clinical, Information and Research Governance guidelines; * Promote the work of HPS at conferences, seminars and workshops, both nationally and internationally, via presentations and lectures etc.; * Contribute to the training of professionals attached to HPS for this purpose; * Assist HPS in carrying out other appropriate duties as and when required.  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 other relevant Specialist Register | | | | | | |
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| **7. ASSIGNMENT AND REVIEW OF WORK** | | | | | | |
| The post holder will be managerially and professionally accountable to the Clinical Lead for Health Protection in the Public Health and Intelligence Strategic Business Unit. The post-holder’s work will be subject to annual appraisal by the Clinical Lead for Health Protection under the NHS consultant appraisal scheme.  This is a national expert and advisory role with a high degree of autonomy, working within HPS’ strategic and operational framework. Working with the Clinical Lead and those with line management responsibility for the relevant specialist services, the post holder will develop an annual job plan. The post holder will plan his/her objectives which should be aligned to HPS’ business and strategic objectives in his/her area of responsibility and the Personal Development Plan arising from his/her appraisal. | | | | | | |
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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 HPS and its stakeholders, icluding Scottish Government, NHS Boards, Local Authorities, SEPA, Scottish Water, Public Health England, Food Standards Scotland, Animal Health and reference laboratories.  The post holder will be expected to communicate effectively with staff at all levels within stakeholder organisations on often contentious issues, and will require to adapt the complexity of information presented as necessary. Furthermore the post holder will be required to communicate effectively with members of the public 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 post holder will represent HPS 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. 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** | | | | | | |
| Maintaining consistently high standards in the provision of timely, comprehensive and high quality services relating to the analysis, management and communication of risk. Dealing with highly complex or emotive issues that may attract high public, media and political interest, while also 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. | | | | | | |
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| **10. Systems** | | | | | | |
| The post holder will be expected to utilise standard packages such as Microsoft Office and have an understanding of packages used for the interrogation, extraction and manipulation of data. The post holder will be expected to utilise the HPS Enquiry Log to capture and review stakeholder enquiries and requests for support. | | | | | | |
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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. As part of his/her role the post-holder is required to travel within Scotland, but may occasionally be required to travel elsewhere in the UK or abroad.  **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** | | | | | | |
| Open-plan office setting. Requirement to use Visual Display Unit equipment for long periods. Requirement to use printer, photocopier and fax machine. | | | | | | |
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| **13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** | | | | | | |
| Qualifications/experience (essential)  The applicant must be either a registered medical practitioner who is on the Public Health Specialist Register of the General Medical Council or a specialist from another discipline (e.g. nursing or epidemiology) who is on the UK Public Health Register. Public health specialist registrar and specialist trainee applicants, who are not yet on the GMC Register/ UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/ UKPHR and that acceptance is anticipated.  First degree in relevant, health, science or social science.  Postgraduate qualification in Public Health (MSc, MPH, PhD) or equivalent experience.  Experienced in leading, and reporting on, epidemiological, outbreak or incident management investigations.  Ability to lead and report on 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 (essential)  Awareness of the social and political environment within which HPS operates.  Understanding of the NHS in Scotland, especially its public health services and those related to diseases caused by infectious agents and environmental hazards.  Detailed understanding of methods of surveillance and epidemiological investigation, risk assessment, prevention and control of communicable diseases, risk communication and case, incident and programme management.  Appreciation of methods of research, critical appraisal of evidence, guideline development and statistical predictive modelling.  Applicants must meet minimum Continuous Professional Development requirements in accordance with Faculty of Public Health or other recognised body. . | | | | | | |
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| **14. 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 |  | | | Date |  |  |
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| Head of Department |  | | |  |  |  |
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| Signature |  | | | Date |  |  |
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| HR Department will check job description format and content and then send the job description to the AfC Team | | | | | | |
| HR Representative’s Signature |  | | |  | | |
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| Date Job Description Agreed: | | |  |  | | |
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