#### Form JE 5



**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| Job Title: Community Food and Health Team Lead  Responsible to: Nutrition and Dietetic Service Lead  (Weight Management, Diabetes, Community Food and Health)  Department(s): NHS Tayside Nutrition & Dietetic Service, hosted by Dundee H&SCP  Directorate: NHS Tayside Nutrition & Dietetic Service, hosted by Dundee H&SCP  Operating Division: NHS Tayside Nutrition & Dietetic Service, hosted by Dundee H&SCP  Job Reference: Sco6-5881N  No of Job Holders: 1 | |
| 2. JOB PURPOSE | |
| To develop, provide operational management and leadership to a team, which may consist of Dietitians, Health Improvement Staff, Healthcare Support Workers, or other multidisciplinary staff, in order to contribute to the planning and delivery of improved health and wellbeing of people living in Tayside.  To provide a highly specialist nutrition related Health Promotion expertise to a range of partners in order to improve the health and wellbeing of the population of Tayside and reduce health inequalities.  Take a lead role in the ongoing improvement and strategic development of the Nutrition & Dietetic service in NHS Tayside in relation to prevention of ill health.  To promote the use of a co-production and asset-based approach. | |
| **3. DIMENSIONS** | |
| **Within this role the post holder is required to:**  Work in conjunction with the Service Leads, staff across the Nutrition & Dietetic Service and NHST Public Health directorate to fulfil NHS Tayside’s strategic aims:  Contribute to closing the health inequalities gap within a generation. Improve healthy life expectancy by supporting people to look after themselves.  Ensure that services meet quality standards,especially quality or improved public experience.  Ensure that services are cost effective and are of best value.  Participate in planning and supervision of student training.  Plan, provide and develop regular teaching/training sessions related to Nutrition to a range of partners including health and social care professionals and educational establishments as necessary.  Operationally manage members of staff – arrange cover during times of staff absence, for example annual leave, study leave, sickness absence etc., ensure supervision, appraisal/PDP, training, and support for staff within the team, delegating responsibility where appropriate. The number of staff in the team can fluctuate on a regular basis due to the appointment of fixed term posts.  Co-ordinate and liaise with other leads across Tayside Nutrition and Dietetic Service.  Provide a highly specialist health promotion input at strategic and operational level to a range of NHS, Local Authority and Voluntary Sector partners e.g. Health and Social Care Partnerships, Community Planning Partnerships (CPPs) in order to develop awareness and build capacity in health improvement across a range of target groups in the Tayside population.  Support the use of co-production as an approach to addressing health inequalities in Tayside.  On occasions the post holder may be required to have devolved responsibility for a relatively small budget which has been secured through small grant applications by Nutrition and Dietetics. | |
| 4. ORGANISATIONAL POSITION | |
| Head of Allied Health Services Dundee Health and Social Care Partnership  B6 Health Promotion Officer - Nutrition  B6 Health Promotion Officer - Nutrition  B5 Health Improvement Practitioner Nutrition  Community Food and Health Team Lead  Nutrition & Dietetic Service Lead  Weight Management, Diabetes, Community Food and Health | |
| *5* ROLE OF THE DEPARTMENT  Tayside faces significant nutrition-related morbidity and mortality, demographic changes, large scale reductions in public sector spending, and an intractable gap between the life and health outcomes of all from the most deprived to the most affluent.  At least 130,000 adults/older people (42% of population) are malnourished and/or suffer from a long-term diet-related condition:  More than two thirds (67%) of adults are overweight or obese, which is slightly higher than the average Scotland proportion of 65%.  In 2022/23, 22.9% of primary one, children were identified as at risk of overweight or obesity.    One third of pregnant women are obese at booking.  The combined prevalence of diabetes (type 1 and type 2) in Tayside has increased from 5% of the population in 2012 to 6% of the population in 2020. 90% of people living with diabetes have type 2 diabetes.  24,000 are undernourished (5% independent living, 16% inpatients, 30% care homes)  4,000 have coeliac disease (prevalence of 1.5% but this is a huge underestimate due to under-diagnosis)  The Tayside Nutrition MCN is recognised as leading the achievement of transformational change in relation to improvements to the prevention and management of malnutrition in NHS Tayside’s nutrition priorities. Hosted within the Directorate of Public Health, the Tayside Nutrition MCN seeks to achieve this by addressing four strategic nutrition priorities (public health nutrition, nutritional care, weight management & diabetes and therapeutic nutrition) and by:  Taking a population perspective.  Mobilising the organised efforts of society and acting as an advocate for the public’s health.  Enabling people and communities to increase control over their own health and wellbeing.  Acting on the social, economic, environmental, and biological determinants of health and wellbeing.  Protecting from, and minimising the impact of, health risks to the population.  Ensuring that preventive, treatment, and care services are of high quality, based on evidence and are of best value.  The purpose of the NHS Tayside Nutrition & Dietetic Service is to support the delivery of    Clinical Nutrition & Diet Therapy - provision of expert and specialist dietary assessment, diagnosis, and treatment of diet related disease as part of an explicit multi-disciplinary/multi-agency clinical pathway.  Health Improvement (prevention & early intervention) - facilitate sustainable improvements in the food and nutrition system at a population level.  Whole System Approach - deliver a range of services (advice, education and training, nutritional analysis, nutrition resources, system planning) in a variety of settings    The NHS Tayside Nutrition & Dietetic Service is responsible for providing clinical leadership and is accountable for delivery of the following:  Weight Management Pathway, Diabetes, Community Food & Health Programme  Hospital services  Community Services  There is currently a team of circa. 75 WTE staff who work to provide a nutrition and dietetic service across all geographical areas / population groups. | |
| 6 KEY RESULT AREAS | |
| **Operational Management.**  Recruit staff, including involvement in the advertisement, short listing, interviewing and selection procedures, candidate feedback, appointing and service induction programmes for new staff; liaising with the human resource department and occupational health.  Undertake day to day professional and operational management of staff within the Community Food and Health Team including participating in appraisal and personal development plans.  Responsible for ensuring appropriate supervision and support to all staff within the team.  Delegated responsibility for HR management, which includes monitoring sickness absence of all staff in designated team, conducting return-to-work interviews and initiating first stages of disciplinary action.  Develop and expand specialist knowledge and skills for effective service delivery.  Input to planning and provide short-term cover for more senior staff in periods of absence as directed by line manager    **Personal and People**  Evaluate the currency and sufficiency of own knowledge and practice against eKSF outline for the post, identify own personal development plan, work autonomously, and meet regularly with manager.  Develop others in a manner that is consistent with legislation, policies and procedures ensuring access to training.  Actively promote the workplace as a learning environment encouraging all staff to learn from each other, from external and evidence based good practice.  Maintain and develop professional competencies through activities such as continuing professional development (CPD), clinical updates, journal clubs and maintaining a professional portfolio.  Determine the training needs of multi-agency staff working within and out with Nutrition and Dietetics identifying the competencies and standards required by different staff roles and remits.  Lead the development, delivery, and evaluation of standardised training programmes for various staff working in this area as appropriate and ongoing job responsibility.  Participate in the training of e.g. pre-registration student Dietitians, undergraduate nutrition students including programme planning, supervision, and assessment.  **Leadership**  Lead in ongoing service review/redesign and development, which will include proposing service changes.  Provide positive leadership and direction to team members, maintaining effective channels of communication for guidance, and professional development.  Liaise and collaborate with other team leads and service leads within the service in developing a strategic direction for the Nutrition & Dietetic service in line with NHS Tayside’s strategic aims and objectives  Lead and contribute where agreed to the development and updating of evidence-based guidelines, policies, procedures, and public information.  **Strategic**.    Contribute to reports for presentation to HSCP’s and other Community Planning Partners as required.  Provide highly specialist health promotion knowledge and interpret and implement national policy at a local level informing the work of various operational and strategic groups.  Contribute to the planning and development of policy with partner organisations to ensure actions highlighted promote health improvement and reduce health inequalities.  Develop and review health promotion information leaflets/phone apps/social media platforms for public using agreed tools and procedures.  **Service Improvement, Research and Development**  Contribute to the development of Nutrition and Dietetic service improvement plans taking a lead where appropriate.  Facilitate the contribution of staff to research and practice evaluation in order to ensure service models are evidence and best practice based.  Carry out monitoring and evaluation of health promotion activity to improve service delivery.  Undertake critical appraisal of published papers/evaluations.  **Health and Safety**  Ensure that self and staff, conform to Health & Safety policies and procedures as issued by NHS Tayside in order to comply with national legislation and take action to minimise risk within the workplace.  Support others in maintaining their own health, safety, security, and wellbeing e.g. via Healthy Working Lives programme events or training.  Conform to all data protection and information management and technology security policies and guidance issued by NHS Tayside. | |
| 7a. EQUIPMENT AND MACHINERY | |
| The equipment below requires a high degree of knowledge and expertise. Much of it requires manual dexterity e.g. use of IT equipment or moving, setting up and calibrating scales.   |  |  |  | | --- | --- | --- | |  | **Use/Purpose** | **Frequency** | | **Educational Tools** | | | | Flip Chart, Display boards  Projector  Display Boards  Food Models and food  Patient information leaflets, booklets and | Presentation work, Training, Teaching  As appropriate in training, education and awareness raising sessions for, families / carers, staff, community groups | As required.  As required. | |  |  |  | |  |  |  | | |
| **7b. SYSTEMS** | |
| Many of the systems used require expert use of analytical and information management skills.   |  |  |  | | --- | --- | --- | |  | **Use/Purpose** | **Frequency** | | **IT:** | | | | Computers (including multi-media, scanners and related software) | Word Processing, excel  Data collection and analysis  E-mail – internal/external  Presentations (e.g. Power Point, Sway, Canva, Padlet)  Website Publishing  Intranet  Internet (accessing information and systems)  Electronic Diaries  Digital communication e.g. meetings Communication/Engagement | Daily | | **Telecommunications:** | | | | Telephone landline and mobile, e-mail, | Internal/external communication | Daily | | Datix, E-expenses, Statistics | Collation and submission of ISD statistics  To record incidences/near misses | As required /monthly. | | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The post is managed, with objectives set annually and reviewed 6 monthly via NHS Tayside’s TURAS system. The post holder works autonomously and is accountable for delivering key objectives agreed with the Nutrition and Dietetic Service Lead, Weight Management, Diabetes and Community Food and Health which align with the team Community Food and Health implementation Plan and the Tayside Nutrition and Dietetic Strategic Plan . The post holder will meet with the designated Service Lead for supervision on a monthly basis. The post holder has delegated responsibility for day to day operational and HR management, initiating first stages of disciplinary action with support from the Service Lead as required.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder has a personal learning and development plan. The post holder organises own workload and tasks in line with priorities set. The post holder has autonomy to decide how objectives will be achieved.  The post holder is guided by health improvement/health promotion principles and theory and national Scottish Government guidelines. Acts as lead specialist in nutrition related health improvement and advises on the interpretation of national guidance to enable local plans for health promotion activity.  Required to analyse and interpret complex health information such as statistics, research findings, geographical, demographic some of which may be conflicting, and from these decide on a course of action and produce multi-agency action plans to reach locally or nationally set targets e.g. to improve health and wellbeing. Decisions and judgments undertaken require the expert interpretation and application of local/national and international clinical evidence and health service policy, statutes, legislation, strategy and guidance. In making decisions and judgments, the post holder must employ problem solving skills, investigative skills, prioritisation methods, conflict resolution skills, consultation and influencing skills  Works with multi-agency partners using tact and diplomacy to ensure maximum health gain is achieved in any project area.  Monitors and evaluates impact of training on work practice, development of health promotion initiatives. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Negotiating and challenging local organisations including Local Authority, Health and Third Sector to prioritise and invest in nutrition related health promotion and ill health prevention rather than an approach focusing on the treatment of ill health.  Working in partnership to deliver of a range of Health Promotion programmes and training courses to a wide range of professionals ensuring evidence-based practice and cost effectiveness in an environment of competing priorities.  Providing highly specialist health promotion expertise to a wide range of senior managers in multi-agency settings; engaging effectively with the complex range of partnerships involved in community planning and health improvement.  Planning and delivery of an effective population-based service with a small team of staff and taking cognisance of local and national resource limitations, fixed term funding and competing priorities within health and social care frameworks/agendas. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The postholder communicates locally with a wide range of staff at all levels in the Health Service, Local Authorities, and the Voluntary Sector. At national level, the postholder communicates with Programme Managers in the Scottish Government and NHS Health Scotland.  Communication is both verbal and written. It includes the dissemination of complex research findings, health promotion advice and information, analysis of databases, provision of training events, group presentations and conference information.  The postholder uses advanced negotiation and to promote and develop training on health and wellbeing for staff of different organisations and the public.  These skills are required because staff may regard health promotion as an ‘add-on’ to their work and not a priority for them. In addition, health promotion topics can be affected by issues of stigma and people are reluctant to engage with health promotion programmes  **The post holder will also**  Maintain effective communication within the team and with Dietetic and Public Health colleagues across Tayside.  Ensure that all communication is dealt with confidentially and in line with data protection guidelines.  Communicate daily with professional and support staff providing and receiving sensitive information.  Maintain and further develop an advanced level of interpersonal and communication skills  Provide teaching or give presentations to a variety of groups using audiovisual and multimedia equipment, when required  Recognise potential breakdown and conflict when it occurs, acting accordingly to resolve it.  Be aware of personal qualities and how these can affect relationships with others and ability to shape current and future services.  **Internal – NHS Tayside**  Administration staff  Communication staff  Dietetic and/or public health nutrition colleagues  IT staff  Health staff e.g. health visitors  Service Managers  Undergraduate students, Dietetic and other  Integration Joint Boards  **External**  British Dietetic Association  Other Health Promotion specialists  External Agencies/organisations e.g. local authorities, education, Third Sector  Local Institutes of Further Education  Local Universities  Multi agency teams  Private organisations  Scottish Government  Public/community groups e.g. Parenting groups, young people’s groups  Community Gardens  Food larders and foodbanks  Community food networks  Scottish Government and Public Health Scotland | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| Physical Skill and effort Ability to travel  Standard keyboard skills  Combination of sitting, walking, and standing.  Occasional carrying of equipment  **Mental Effort**  Frequent need to concentrate when delivering training, developing reports  Work pattern can be unpredictable,  Managing unplanned and frequent interruptions which require immediate action/response (e.g. external enquiries, responding to staff).  High levels of time management and prioritisation skills are required.  Contribute to complex reports and service evaluations for multiple audiences.  Constantly adapting level and style of engagement to the needs and requirements of multiple stakeholders and partners across NHS Tayside.  Utilise a high degree of flexibility to meet changing and variable agendas, often within tight timescales e.g. Working with three HSCP’s who have different priorities Emotional Manage sensitive staff/service user issues e.g. family issues, illness or bereavement, disclosures of abuse, neglect, anxiety, depression, isolation, discrimination.  Negotiate complex service issues which may impact on staff roles, or sense of value to the team/service.  **Environmental**  Limited office accommodation leading to routine hot desking | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| Qualifications  First degree or post graduate master’s level in nutrition or equivalent.  Post graduate diploma in, or significant equivalent knowledge of, public health and inequalities in health.  Experience  Experience of working within a community health setting  Experience of multi-agency working  Experience of training delivery  Experience of working autonomously  Excellent communication and interpersonal skills  Previous experience of working with community food and health projects  Knowledge of food issues including food poverty  Information Technology skills proficient use of Microsoft Office applications – Word, Outlook (e-mail), Internet.  Excel, Access, and PowerPoint.  Experience of undertaking Health Needs Assessment.  Understanding of the health improvement policy agenda.  Training, facilitation, and group work skills.  Ability to travel to cover duties throughout a wide geographical area.  Some experience of working in a position of leadership position.  Able to demonstrate the ability to process information from a wide range of sources and critically apply this learning to practice. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm that the Job Description accurately reflects the duties**  **and responsibilities of the postholder and does not impact upon**  **any other postholders role)** | Date:  Date: |