

**NHS PUBLIC HEALTH SCOTLAND**

**JOB DESCRIPTION**

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| **1. JOB DETAILS** |
| Job Title:  | Senior Health Improvement Officer |
| Immediate Senior Officer/ Line Manager:  | Health Improvement Manager or Organisational Lead |
| Department:  | Health Equity and Inclusion |
| Directorate:  | Population Health and Wellbeing  |
| Location:  | Edinburgh or Glasgow |
| CAJE Reference: |  |
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| **2. JOB PURPOSE** |
| To lead the development and coordination of a range of projects and contribute to the planning, implementation and evaluation of health improvement activities with a wide range of both internal and external stakeholders, in order to contribute to the reduction of health inequalities and improve population health and health equity. To display the Public Health Scotland values of: collaboration, integrity, respect, innovation and excellence in delivering all aspects of the role. |
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| **3. DIMENSIONS** |
| * The portfolios of the team have a major impact on improving how Public Health Scotland contributes to the reduction of health inequalities and improving population health.
* Reach of the post is circa 1,100 Public Health Scotland staff and key external stakeholders in the public, private and third sector.
* May line manage and supervise officer or administrative staff in aspects of delivery of the programme of work
* Delegated budget authority up to £15,000.
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| **4. ORGANISATION CHART** |
| Head of Service/Service Manager/Public Health PrincipalOrganisational Lead Health Improvement Manager**Senior Health Improvement Officer** Health Improvement Officer  |
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| **5. ROLE OF THE DEPARTMENT** |
| 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 leadership roles in relation to:• public health research;• innovation to improve population health and wellbeing;• supporting the broad public health workforce across Scotland.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**The role of the **Place & Wellbeing (PWB) Directorate** is to provide world class evidence, data and public health expertise to drive improvements in the health of the Scottish population. This includes areas such as the economy and poverty, mental wellbeing, and healthy and sustainable places.  |
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| **6. KEY RESULT AREAS** |
| Working and contributing to the overall strategic work plan of the team portfolio, lead in the detailed planning, delivery and evaluation of multiple complex projects aimed at building and improving our approach to health inequalities and health improvement with external stakeholders, partners and sectors through promoting approaches on key policy or service areas, inspiring others to understand and adopt the principles of knowledge into action. Seek opportunities to build and maintain effective partnerships within Public Health Scotland and with a wide range of external stakeholders at all levels in order to contribute to the influencing of local and national policy, lead in the provision of specialist advice on approaches relating to the portfolio, and propose or develop new opportunities to deliver our strategic objectives through new stakeholder groups or with existing stakeholder groups in new ways. Lead in the delivery of portfolio specific activities, taking an overview of all projects within the agreed remit, including the coordination of outputs and supporting both the Health Improvement Manager and Organisational Lead in the evaluation of the impact of the strategic direction of the portfolio which in turn informs service improvement measures that will enhance the reputation of Public Health Scotland. Lead the reporting on key projects that contribute to the achievement of strategic outcomes, including the analysis, interpretation and translation of complex quantitative and qualitative data and the presentation of findings to a wide range of audiences, ensuring that the information presented is fit for purpose and can be understood across a range of levels and disciplines. Scope and create opportunities for key stakeholder engagement, to share learning, experiences and effective practice for improving population health and tackling health inequalities. Manage and facilitate learning exchanges, groups, seminars and network opportunities in order to increase capacity and capability to respond to the current and emerging priorities within the portfolio.Identify and commission appropriate partners or other professionals as appropriate, to undertake research in association with specialist Public Health Scotland staff, including the management of large scale contracts and budgets, needs assessments, pre-testing and evaluation of resources so that development activity can be appropriately targeted and evaluated. Contribute to the formulation of the most appropriate plans to achieve our corporate outcomes for the portfolio allocated and ensure SMART criteria are in place, actively monitored and used to demonstrate impact on reducing health inequality. This data will form the basis of routine directorate performance management information and regular reporting to the Board that demonstrates impact against clear performance criteria and promotes quality improvement approaches.Make an effective contribution to team, directorate and corporate objectives, supervising or managing and motivating officer and administrative staff as required, and contributing to a strong ethos of continuous improvement and customer focus, understanding and enacting the values of Public Health Scotland and playing an active role in promoting these values and achieving our strategic aims. Follow all required financial, project planning and reporting organisational processes, ensuring the effective management of resources within defined limits, and taking action or alerting manager as required, where corrective action is required. |
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| **7. ASSIGNMENT AND REVIEW OF WORK** |
| * Within the context of agreed objectives and team work plans, the postholder is expected to act with considerable autonomy and initiative, interpreting policy and guidelines to provide advice.
* There are monthly one to one review meetings with the line manager and more infrequent informal contact as required.
* There are regular team meetings with colleagues and with colleagues elsewhere in the directorate to plan team objectives, and priorities and work plans, with more regular or ad hoc updates as necessary.
* Annual objectives are agreed with the line manager as part of appraisal and ongoing development review.
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| **8. DECISIONS AND JUDGMENTS** |
| * Identifying and developing systems, processes and strategies that significantly improve the organisation’s effectiveness in tackling health inequality and improving population health.
* Developing protocols and policies in own area
* Adjusting plans and strategies to meet business needs in a flexible responsive way.
* Interpreting and applying statutory guidance on compliance with the Public Sector Equality Duty to Public Health Scotland and other policy and guidance relating to the portfolio.
* Specialist advice to the Organisational Lead, Head of Service, or Director, on new direction for processes and systems within remit or remedial action for issues with corporate impact, based on customer and stakeholder needs and expectations.
* Assessing staff implications of team’s work, with appropriate remedial action, including the reallocation of resources across programmes of work within the team.
* Responsible for line managed staff, including work planning, performance management, development and recruitment.
* The postholder is expected to anticipate problems and risks (e.g. failure to meet legislation or external reporting deadlines) and identify and act on broader and longer-term issues to ensure effective and appropriate resolution and ongoing improvement in service delivery at corporate level.
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| **9. MOST CHALLENGING PART OF THE JOB** |
| * Developing and maintaining constructive and effective working relationships with a range of internal and external partners, customers and stakeholders who may have conflicting priorities and approaches and with non-negotiable timescales.
* Balance the requirements of portfolio activities whilst undertaking specific initiatives relating to national priorities and achieving visible influence and impact across the directorate and the organisation.
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| **10. COMMUNICATIONS AND WORKING RELATIONSHIPS**  |
| * Regular contact with staff via one to one, team and project meetings, and informal discussions in order to progress personal, team and organisational objectives.
* Regular contact with staff across the directorate to plan and enable joint delivery of agreed shared organisational objectives.
* Regular contact with a number of other teams across the organisation to negotiate, agree and deliver on aspects of work that is jointly dependent and to agree joint approaches to development that promotes quality and customer satisfaction.
* Regular contact with directors, team heads and staff across the organisation to promote cross organisational planning, delivery and performance management and to promote the integration and governance of the equalities and human rights agenda into corporate systems.
* Regular networking with counterparts in other NHS organisations especially national Boards, as well as a wide range of other external partners, stakeholders and customers, to maintain and share awareness of developments, policy and practice in relation to performance of projects.
* Ensuring that organisational standards are clearly communicated, that there is a strong ethos of continuous improvement and customer focus within the team and that all staff develop and maintain a broad understanding of health inequality, equality and diversity and human rights issues and the NHS policy context, contributing overall to the directorate’s aim to support improvement in quality of care and equity of health outcomes.
* Listen to, and understand customer and stakeholder needs and expectations, to be able to provide a tailored specialist support service.
* Expected to forge own working relationships proactively across the organisation and beyond, negotiating directly with senior staff for action or joint working to improve systems and processes that have corporate impact and function.
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| **11. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** |
| * This post requires a post graduate level qualification in Public Health or equivalent level of experience in a field relevant to the demands of the post.
* Specialist knowledge and experience of working with and through the NHS, local government and community and voluntary sector in order to reach and engage with communities
* A demonstrated ability to communicate effectively formally and informally in writing and in person by listening to and understanding the views of customers, partners and stakeholders and conveying complex or difficult messages clearly and concisely and in an appropriate way for the audience.
* Experience of working with complex information systems and processes.
* Experience of understanding problems, planning and deploying projects to tackle them and which make a demonstrable difference, and learning from the experience.
* Experience of presenting to Executive and Board level meetings (or equivalent) and an understanding of corporate governance systems.
* Skills and competences in influencing and negotiation, chairing and facilitating meetings; including the ability to assimilate complex information, summarise key issues and present in an effective format to a range of different audiences to improve practice.
* Experience in supporting the delivery of change management.
* Excellent organisational skills including effective work planning for self and others and effective compliance with all organisational processes such as finance and audit, including high level of numeracy to enable interpretation of complex financial and workforce planning information.
* Proven ability to work effectively as part of a team
* Proven skills in managing and motivating staff to achieve results and provide an excellent customer-focused service.
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| **12. EQUIPMENT AND MACHINERY**Telephone, mobile phone, PC, laptop (including remote working software), photocopier, printers, projectors, conference room equipment, video-conferencing, teleconferencing. |
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| **13. SYSTEMS**Computer software packages:MS Teams – collaborative meetings, communications and file sharingMS Word – documents, reports etc.MS Excel – statistics and spreadsheetsMS PowerPoint – presentationsReference Manager – publications, databasesMS Outlook – email communicationWeb-based search engines – information searchInternal administrative systems e.g. timesheets, travel requests, training requests for self and in line manager roleInternal HR systems e.g. annual leave, personal development plans, TURAS – line management and personal developmentInternal business planning tool- programme planning, performance management and reportingRisk management systems - risk recording |
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| **14. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB****Physical Effort*** Inputting at keyboard (repetitive movements) in order to respond to e-mails, write reports, prepare presentations and enter data (can be for extended periods of time, and on a daily basis).

**Mental Effort*** frequent concentration for varying periods of time will be required;
* responding to unpredictable demands; dealing with frequent interruptions; meeting tight deadlines; understanding, noting and taking part in long and complex meetings; frequently changing from one activity to another; managing complex workloads; dealing with rapidly emerging priorities, problem solving on behalf of self and others.
* effort in keeping up to date with and interpreting for the organisation, complex and quickly changing policy, strategy and legislation in order to support the organisation, chair or present at meetings or development sessions and sit on internal and external working groups (meetings are frequent and can include complex information and ideas and often last for a whole or half day)
* developing and delivering presentations where required, being aware of the level of knowledge of the audience, tailoring the contents according to their needs and being able to react to feedback received.

**Emotional Effort**imparting news to stakeholders, for example when managing tender or commissioning processes.motivating people to embrace and respond to changes in process and approaches, and dealing with resistance to those changesmotivating people to embrace and respond to a challenging agenda and the need for change, dealing on a regular basis with a wide range of responses to the issues, ranging from positive acceptance, through to apathy through to explicit rejection of the validity of the work. responsible for recruitment and performance management of staff, following staff governance guidelines and policiesWorking Conditionsoccasional continuous use of monitors when preparing written reports or responding to a series of detailed e-mails. office sites tend to be open plan, which can require the postholder to concentrate at times of noise or interruption.frequent movement between the organisation’s sites and to locations of external meetings with partners, necessitating use of road and rail (depending on location of meeting). work can involve delivering unpredictable and complex outputs whilst on the move or out of the office for extended periods with limited remote access. |
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| **15. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each postholder to whom the job description applies. |
| Postholder Signature: |  | Date: |  |  |
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| Postholder Print: |  |  |  |  |
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| Manager Signature: |  | Date: |  |  |
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