

**London Borough of Lambeth**  
**JOB DESCRIPTION**  
**2 year Fixed Term**

**Job Title:** Public Health Specialist (Workplace and Employee Health and Wellbeing)

**Department:** Adults and Health

**Division:** Public Health

**Business Unit:** Health Improvement and Wider determinants of health

**Grade:** PO7

**Responsible to:** Consultant in Public Health

**Main purpose of post**

This is an exciting senior, strategic Public Health role working with Human Resources and Organisational development teams across all council departments to influence policies and practices in supporting the health and wellbeing of staff in the local authority. The post holder will apply their public health skills in a range of spheres and work with senior managers, elected members, trade unions, staff representatives, and strategic and policy leads in the Council. The postholder will also provide advice to Council partners such as the NHS, CCG, local business, communities and other statutory, voluntary and community organisations to improve the health and wellbeing of staff and reduce health inequalities. The post holder will be able to work independently and with a high level of credibility, probity and accountability, without the need for substantial supervision.

To promote better health and wellbeing in the workplace and for staff in the local authority, the post holder will;

- develop, lead and implement or make a major strategic contribution to policies, programmes, and projects relevant to workplace and staff health
- ensure that their Public Health input directly influences, and is integrated into, policy, strategy and practice across the Council, specifically that they are based on staff need, evidence of effectiveness, and recognised good practice
- be an effective advocate on behalf of workplace and employee health and wellbeing in the Council and in the London borough of Lambeth.

The post holder will have experience of working in public health settings or similar and will hold, or be working towards, accreditation as a public health specialist (or related area of competence). The post will provide development opportunities for people with post MSc experience of public health, or equivalent, and who have attained the skills and competencies to lead on specific aspects of the public health agenda. Areas of work will change over time as projects come to an end and the needs and priorities of the department and organisation change.

**Key Unit Accountabilities**

Working with the lead Public Health Consultant for Health Improvement & Wider determinants of Health and the Public Health and HR & Organisational Development teams:

1. To apply Public Health knowledge, competencies and skills including epidemiology, statistics, critical appraisal of evidence, prioritisation, theories of change, health promotion and evaluation, to; analyse, interpret and synthesize complex information from numerous sources, and lead and support strategic development, commissioning, delivery, evaluation and performance management of programmes, projects and relevant services.
2. To establish and manage successful partnerships with colleagues across the council as well as union representatives, working alongside them to determine, influence and direct strategic direction and budget allocation for the most effective use of resources, from a Public Health perspective.
3. To lead the implementation of healthy workplace good practice standards such as the Mayor of London Healthy Workplace Award.
4. Provide expert strategic Public Health advice to elected members, directors and other senior colleagues in Lambeth Council services, and borough partnerships in the planning, implementation and delivery of health and wellbeing work programmes and projects. and will be in line with organisational and partnership strategies and plans, as well as Government policy and requirements.
5. To develop close liaison and influence with partner agencies that include: the CCG, GPs and other clinical staff, Guy's and St Thomas' and Kings College Hospital NHS Foundation Trusts, job centres, local business, housing associations, external contractors, community groups, general public and service users/carers, and any other relevant partners required to deliver agreed strategic and delivery objectives.
6. Collate and analyse relevant employee and workplace information, management information and performance measures, user consultation and feedback to ensure strategies, programme and planning are based on the best available evidence and practice and evidence.
7. Using a range of sources, undertake and contribute to staff health and wellbeing needs assessments , and undertake reviews and evaluation of services to inform work policies and practices and commissioning of relevant support services such as occupational health and employer assistance programmes..
8. To ensure staff are involved in the planning and implementation of strategies and programmes to promote health and wellbeing.
9. To co-ordinate and contribute to briefings and responses for corporate planning documents, national consultations, policy documents and delivery plans that include analysis of information and recommendations for corrective actions and continuous improvement in relation to health and wellbeing and reducing inequalities.
10. Convey complex specialist information in appropriate formats to the audience, and sensitive and sometimes contentious information in a considered and professional manner to a wide range of audiences and interest groups.
11. As appropriate, to provide leadership to ensure that the work programme and colleagues have an effective level of support.
12. Contribute to wider departmental and organisational work of a complex and diverse nature. Work is subject to change and the management of conflicting priorities and deadlines.
13. Keep up to date with relevant national and local policy, evidence and good practice focusing on workplace and employee health, wider determinants and health improvement. This will entail contact with national associations, central government departments and their agencies and the creation and sustaining of relationships with other local authorities, reading journals and other publications, attending relevant workshops or conferences and other activities as agreed with your manager.
14. To work towards or maintain professional accreditation in Public Health or related field of competence.
15. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task team
16. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter,

Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

17. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

#### General tasks and responsibilities

1. The post holder will liaise with auditors and other inspectors approved by the Council in any investigations pertaining to the work of the team and the records held.
2. To carry out the duties and responsibilities of the job in accordance with the Council's Health and Safety Policy and relevant Health and Safety and other legislation including the Health and Safety at Work Act 1974, the Data Protection Acts 1984 and 1998 the Federation Against Software Theft Guidelines, Corporate IT standards, The Computer Misuse Act 1990, the Freedom of Information Act 2000
3. To adhere to and actively uphold, as relevant to the post other Council policies including the Council's equal opportunities policies, security policy, safeguarding, Email Policy, Managers Charter, Valuing Diversity, safeguarding policies, and Management Compliance Charter, Environment Policy, Quality Assurance Plan, Sustainable Procurement and Recycling, Standing Orders and Financial Regulations.
4. To maintain an awareness of the risks to the Council and taking necessary action to minimise risks.
5. Manage staff and resources in line with Lambeth Council codes of governance and policies as above.
6. To work towards creating a culture within the LBL operation that is dedicated to the principles and behaviours in order to meet the needs of the customers and other stakeholders.
7. To undertake any special assignments or projects in a planned and professional manner ensuring that any work undertaken is completed within stipulated timeframes and given budget with the desired outcomes.
8. To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
9. To work flexibly in line with the needs of the service and undertake other duties as required in discussion with the line manager
10. To take full responsibility for the development and implementation of own Personal Development Plan, and own continued professional development in those areas relevant to own role within LBL.
11. Deputise for the Public Health Consultant as required and chair and attend appropriate meetings.
12. Actively contribute to Council, divisional and directorate initiatives relating to public health that will achieve and implement the Council's respective and shared priorities and corporate objectives.
13. To represent Public Health at internal and external meetings and working groups.
14. To enable relevant stakeholders to understand and use high quality, accurate, relevant and timely information in pursuit of their goals to improve the health and wellbeing of workers in Lambeth and their access to and experience of services, and the overall role of the Council to improve the health and wellbeing of citizens and reduce health inequalities.
15. To adhere to the core goals of Public Health to ensure provision of high quality specialist advice based on evidence including analysis and interpretation of information from a wide variety of sources, to assist strategic planning and policy development to meet current and future population health and wellbeing needs of Council staff and the Lambeth population.

## PERSON SPECIFICATION

### Public Health Specialist – Workplace and Employee Health and Wellbeing (PO7)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			<p><b>Shortlisting Criteria</b></p>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Key Knowledge</b>	K1	Knowledge of Public Health theory and practice, particularly in relation to reducing health inequalities, health and care commissioning, health improvement and the wider determinants of health.	A ✓
	K2	Knowledge and understanding of the theory and practice of programme and project management in complex organisations.	
	K3	Knowledge and understanding of the strategic context of and priorities for Local Authorities, NHS, CCGs and other stakeholders including approaches to and the role of commissioning in improving the health and wellbeing of populations.	A ✓
	K4	Good working knowledge of the social, political and economic issues relating to health and wellbeing, and the relationship of the wider determinants of health to health inequalities and health improvement.	A ✓
<b>Relevant Experience</b>	E1	Experience of developing and leading a public health approach to change at strategic level including steering through successful and sustainable change leading to population impact in a large complex organisation or partnership.	A ✓
	E2	Experience of & ability to synthesise, interpret and successfully apply information and evidence from multiple sources about the population’s health and wellbeing to inform planning and strategic action to improve population health outcomes.	A ✓
	E3	Experience of & ability to influence and motivate senior leaders and organisations to contribute to evidence based approaches to	

		improving the public's health and wellbeing through mainstream activities and within available resources.	
	E4	Experience of & ability to undertake health & wellbeing needs assessment, population health surveillance, and strategy and policy development through to procurement, performance management and evaluation.	A ✓
	E5	Experience of & ability to undertake evaluations to effectively measure the outcome and public health benefit of diverse and complex interventions.	
	E6	Substantial and senior experience of & ability to project and programme manage in strategy, performance, commissioning or planning context.	
	E7	Successful experience of working in local government or health sector or other large, multi-functional organisation in the public, private or voluntary sectors.	
	E8	Successful experience of & ability to work collaboratively and purposefully with partners external to Public Health; in the Council, NHS, other partner organisations, and in the community both locally and nationally.	
	E9	Successful experience of and ability to prepare and present potentially sensitive and controversial material and evidence in various formats (e.g., written and oral) to a wide range of audiences so as to develop a shared and owned vision and priorities for addressing complex challenges.	
	E10	Successful experience of and ability to lead a team, including people who do not report directly to you from within and external to the organisation so as to inspire and align people's efforts in pursuit of agreed objectives.	
	E11	Demonstrates a high degree of personal initiative and tenacity in taking forward and completing complex programmes of work including ability to effectively prioritise and manage projects and work load, to work creatively, flexibly and pro-actively, to manage risks, and to refer up only at defined review points or by exception.	
	E12	A clear understanding of the sensitivities around working with confidential information including service user details.	

	E13	Experience of budget setting, allocation and management is desirable.	
<b>Qualification</b>		Relevant degree and/ or post graduate qualification and/or professional or management qualification in public health or related area (especially epidemiology), plus evidence of continuing professional or managerial development.	A ✓
<b>Core Behaviours</b>	CB1	<b>Focuses on People:</b> <ul style="list-style-type: none"> <li>• Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work</li> <li>• Ensuring I treat people equally and take time to listen to their needs</li> <li>• Being open, flexible and available</li> <li>• Providing support, advice and guidance</li> <li>• Being open to challenge our processes that are not achieving its aims and action where things are not working.</li> </ul>	
	CB2	<b>Takes Ownership:</b> <ul style="list-style-type: none"> <li>• Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it</li> <li>• Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative</li> <li>• Working with teams and service areas to achieve positive outcomes and develop personal capabilities</li> <li>• Being courageous even when you don't know the answer.</li> </ul>	
	CB3	<b>Works collaboratively:</b> <ul style="list-style-type: none"> <li>▪ Networking with other teams to seek out mutually beneficial ways of working</li> <li>▪ Being a good team player and stepping in to assist manager or colleagues during absences</li> <li>▪ Sharing information, best practice and ideas with relevant networks and groups</li> <li>▪ Seek to broaden the skill set of teams so that they can have transferable skills and support across a range of teams</li> <li>▪ Working collaboratively with other Councils, local businesses and organisations providing excellent service.</li> </ul>	
	CB4	<b>Communicates Effectively:</b>	

		<ul style="list-style-type: none"> <li>▪ Targeting the message to the audience, ensuring that everyone can access the information.</li> <li>▪ Listening for information from my manager and the council that can impact on your work</li> <li>▪ Escalating issues and opportunities straight away, ensuring risks are managed</li> <li>▪ Thinking carefully about avoiding jargon both internally and externally.</li> </ul>	
	CB5	<p><b>Focuses on Results:</b></p> <ul style="list-style-type: none"> <li>▪ Getting my work done to the best of my ability with the resources and finances we have</li> <li>▪ Thinking in relation to the 'Borough Plan', working well with colleagues to get good results</li> <li>▪ Thinking about partnerships and the resources needed for them</li> <li>▪ Looking at any barriers or obstacles to work, review what is slowing down our progress</li> <li>▪ Exploring ways to improve the way things are currently done ensuring we maximise our resources.</li> </ul>	