

## ROLE DESCRIPTION

Post Number	NOM0234		
Role title	Consultant in Public Health		
Directorate	Resources, Strategy and Transformation		
Reporting to	Director of Public Health		
Grade	Offscale		
Evaluation ref;	NOMO234	Job Family Ref:-	
Date Created	30 March 2021 (updated April 2025)		
Role purpose			
<div><div>1.</div><div>The main purpose of this post is to provide professional public health leadership, advice and support to Somerset Council and other parts of the local health and wellbeing system, including the Integrated Care Board, Primary Care Networks and Local Community Networks.</div></div> <div><div>2.</div><div>The role includes providing appropriate input to policy and the commissioning cycle and ensuring health improvement and reducing inequalities is a key outcome of the process.</div></div> <div><div>3.</div><div>The post-holder will provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and developing high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations, etc.</div></div> <div><div>4.</div><div>The post-holder will develop and utilise information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data.</div></div> <div><div>5.</div><div>The post-holder will also be expected to contribute to the health protection on call rota and fulfill their professional requirements for CPD and revalidation and support specialist training in public health.</div></div> <div><div>4.</div><div>Advise Members and Directors in respect of operational planning and commissioning, policy matters and service delivery issues and engage with partners in the promotion, communication and delivery of services.</div></div> <div><div>5.</div><div>Provide expertise and strong management to drive performance and to commission and/or deliver the Council's priorities and meet service targets, as a member of the Council's Senior Management Group.</div></div> <div><div>6.</div><div>Provide clarity, management and motivation in delivering the New Operating Model, the Somerset Council Plan and other Council transformation programmes as required.</div></div> <div><div>7.</div><div>Ensure the effective understanding and operation of any specific statutory or regulatory duty contained within the role.</div></div>			

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Somerset Council covers a large geographical county with urban centres and market towns as well as vast rural areas. Somerset Council is a unitary authority, which combined four district councils and one county council. Somerset Council came into effect on 1st April 2023.

Somerset has a well-established and high performing public health department with an excellent track record of working in partnership with a wide variety of organisations across the health and wellbeing system.

### **Current Staffing**

The attached structure chart shows senior leadership within the public health department of Somerset Council. The post-holder would be required to provide line management for public health specialists, health promotion managers and other relevant public health staff. The post-holder will also be required to undertake training responsibilities of Public Health Specialty Registrars as required. IT support will be provided to the post-holder.

### **Management Arrangements**

The post-holder will be managerially and professionally accountable to Somerset Council via the Director of Public Health. Professional appraisal will be required. An initial job plan will be agreed with the successful candidate prior to that individual taking up the post based on the draft job plan attached. This job plan will be reviewed as part of the annual job planning process.

### **Training and CPD Arrangements**

The post-holder will be required to undertake a managerial and professional appraisal and be actively involved in departmental audit. The appraisal system will support the agreement of a personal development plan (PDP) and identification of priorities for continued professional development (CPD) in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate. The post-holder will also be responsible for ensuring that appraisal and development of any staff they line manage is undertaken.

These professional obligations should be reflected in the job plan. The post-holder may also have external professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the line manager.

The post-holder will be required to practice in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice.

The department is approved for training of Public Health Specialty Registrars. The post-holder will be expected to contribute actively to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality.

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### Key Accountabilities

1. Determine or support the determination of the strategic direction of SC and partners agencies in relation to their specialist expertise
2. Undertake representational and communication duties on behalf of the Council and partners both to promote and protect the Council's interests in matters concerning their specialist areas.
3. Advise SC on their obligations and duties arising from the statutory/regulatory framework covering their specialist subject
4. Shape and/or recommend Council policy concerning their specialist areas of activity
5. Create, monitor and review frameworks of performance measures and quality standards to be applied in the delivery of services in their area of expertise.
6. Commission and/or act as the Council's Lead Client in relation to services in their specialist areas.
7. Drive and operate partnership and co-operative working with other agencies/bodies to ensure the effective commissioning and/or delivery of services in their specialist areas.
8. Manage major programmes within their area of expertise or where their specialism is predominant.
9. Deliver major projects and resolve complex casework where required by the Director.
10. Specify and mentor the Continuous Professional Development of other professionals in their field.

### Assignment

1. The job description will be subject to review in consultation with the post-holder and in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

### Core Competency Areas

2. Surveillance and Assessment of the Population's Health and Wellbeing
  - design, develop and utilise information and intelligence systems to underpin public health improvement and action across disciplines and organisations;
  - receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the NHS, local authority and VCFSE organisations;
  - write and/or contribute to national and local policy setting reports on the health of the population of Somerset.
3. Assessing the Evidence of Effectiveness of Health and Healthcare Interventions, Programmes and Services

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- provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and to develop high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, VCFSE organisations, in potentially contentious and hostile environments where barriers to acceptance may exist;
- be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries;
- be responsible for the identification and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population.

### 4. Policy and Strategy Development and Implementation

- lead on behalf of the SC on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated organisational authority to deliver key public health targets;
- act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board/Executive or equivalent level;
- be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.

### 5. Health Improvement

- be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas. This may include engagement with primary care professionals and community staff to raise awareness and achieve engagement in their public health role;
- take a leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate;
- provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

### 6. Health Protection

- take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including delivery of immunisation targets;
- take part in local arrangements and contributing to the on-call rota for the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection agreements;

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- communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

### 7. Service Improvement

- provide expert advice to support evidence-based commissioning, prioritisation of services for the population (and in some circumstances providing highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health;
- be responsible for implementation of National Institute for Health and Care Excellence (NICE) or equivalent national standards/guidance and frameworks;
- support the development of clinical pathways and appropriate clinical governance arrangements

### 8. Public Health Intelligence

- analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts;
- compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community;
- lead on, plan and design agreed aspects of the assessment of health needs, health inequalities, and health impact assessment, to identify areas for action within the local population based on the best available evidence and to be responsible for short and long term planning and for providing advice on the treatment of groups of populations.

### 9. Academic Public Health/ Research and Development

- undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service and reduce health inequalities. This may involve taking the lead on Research and Development (R&D) public health and related activities;
- develop links with academic centres as appropriate to ensure the work of the organisation is based on a sound research and evidence-base;
- develop public health capacity through education and training by raising awareness of the contribution of public health skills and knowledge in the local health community, including the local authority and the voluntary sectors, by contributing to teaching at undergraduate and postgraduate level and by supervising those training and working in public health.

## Resources

The post will be a designated budget holder (ca £4m per annum) and contribute to the formulation and monitoring of service budgets and financial initiatives. The post will be required to influence the

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budget setting and commissioning of public sector finance within the Council and across the Integrated Care Board and other public sector organisations. Potential to influence budgets in excess of £100m.

The post will line manage a small team of specialist and professional staff and play a significant part in the training and development of professional trainees. The post will design and deliver training programmes such as Specialist Registrars in Public Health.

### Relationships

The post will take the lead role in developing and sustaining inter-agency and inter-disciplinary strategic plans for securing health improvement both in the general population and vulnerable groups, in partnership with a range of agencies in the statutory, non-statutory, voluntary and private sectors. This requires demonstrable influencing and negotiating skills in a complex field across other agencies and VCFSE organisations.

Lead on the integration of local authority, health and VCFSE organisations to promote effective joint planning and working to ensure delivery of targets and jointly agreed action plans.

Influence partner agencies in their public health policy decisions by engaging with elected members, professional, managerial and population groups and other associated organisations.

The post-holder will be required to communicate effectively with members of the public and a wide variety of organisations and agencies, including the police and UK Health Security Agency (UKHSA) as part of call arrangements for communicable disease control/health protection

Will deputise for the Director of Public Health as required at a senior level.

### Key Competencies / Person Specification

Education/Qualifications		
	Essential	Desirable
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists	✓	
If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice	✓	
Public health specialist registrar and specialist trainee applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/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	✓	

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Education/Qualifications		
	Essential	Desirable
the GMC/GDC/UKPHR specialist registers <i>[see shortlisting notes below for additional guidance]</i>		
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	✓	
MFPH by examination, by exemption or by assessment		✓

Personal qualities		
Essential	Essential	Desirable
Strong commitment to public health principles	✓	
Able to prioritise work, and work well against a background of change and uncertainty	✓	
Adaptable to situations, can handle people of all capabilities and attitudes	✓	
Commitment to team-working, and respect and consideration for the skills of others	✓	
Self-motivated, pro-active, and innovative creative approach to service improvement and value – “can-do” attitude	✓	
High standards of professional probity	✓	
Promotes the need to change and acts as a role model for change	✓	
Ability to work to deadlines and to motivate others to work effectively and demonstrate a duty of care	✓	
Committed to diversity in service delivery and employment	✓	

Experience		
Essential	Essential	Desirable
Significant experience of working successfully with Members and Directors on complex issues and the development of strategic direction	✓	



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Track record of operating corporate projects and providing clear advice on policy options and policy development	✓	
Demonstrable experience of partnership working, including the ability to influence, and where required, lead multi-agency projects and initiatives with particular reference to standard setting and whole service commissioning	✓	
Project management skills	✓	
Staff management, training and mentoring skills	✓	
Practical experience in facilitating change – an understanding and commitment to effective customer and community engagement, leading to service redesign and management change	✓	
Budget management skills	✓	
Development of scientific publications, presentation of papers at conferences, seminars etc		✓

Skills		
Essential	Essential	Desirable
Strategic thinker with proven leadership skills	✓	
Excellent oral and written communication skills (including dealing with the media)	✓	
Effective interpersonal, motivational and influencing skills	✓	
Ability to respond appropriately in unplanned and unforeseen circumstances	✓	
Good presentational skills (oral and written)	✓	
Sensible negotiator with practical expectation of what can be achieved	✓	
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	✓	
Computer literate including MS Office	✓	
Ability to design, develop, interpret and implement policies	✓	
Ability to concentrate for long periods (e.g. analyses, media presentations)	✓	
Resource management skills	✓	



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Ability and experience of undertaking training and mentoring		✓
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<b>Knowledge</b>		
Essential	Essential	Desirable
High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	✓	
Knowledge and understanding of implementing equality and diversity in commissioning and reviewing service delivery	✓	
Demonstrable knowledge and understanding of the statutory, policy and strategic commissioning framework within which specialist services operate and their context within local government and the NHS as a whole	✓	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	✓	
Understanding of social and political environment	✓	

### Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is in progress as follows:

#### 1. Applicants in training grades

Public Health Specialty Registrars in a recognised UK public health training scheme must provide evidence to confirm that they are within SIX months of award of their certificate of completion of training (CCT) and inclusion in the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR for public health specialists at the date of interview (i.e. the expected date of award of their CCT must fall no more than six months after the date of interview). Please note that from January 2005 in England, May 2005 in Scotland and November 2005 in Northern Ireland and Wales, this period has been extended from the three months required previously. The documentary evidence should be:

Either a ARCP 6/RITA Form G (Final Record of Satisfactory Progress) or a letter from the postgraduate dean (or Faculty Adviser) specifying the expected date for completion of training (which must be not more than six months after the date of interview).

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### 2. Applicants in non training grades

#### 2.1 Doctors (i.e. medical practitioners)

Doctors outside recognised UK public health training schemes fall into a number of categories:

- those who have trained outside the UK, who may have specialist training and qualifications which they are seeking to have recognised by the General Medical Council (GMC) in order to gain registration with the GMC: these doctors may be shortlisted according to the following 2005 guidance from the Department of Health and Scottish Executive which indicates that There will be some instances (for example when considering applicants trained outside the UK) where an AAC may choose to interview a candidate prior to [GMC] Specialist Register entry. In these circumstances, it will wish to be satisfied that subsequent Specialist Register entry is likely. Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for shortlisting).
- those who have not completed specialist training in the UK who are seeking entry to the GMC Specialist Register through the Certificate of Eligibility for Specialist Registration route (formerly Article 14 of the European Specialist Medical Qualifications Order (ESMQO)), which allows the GMC to consider not only training but also relevant experience: these doctors may have trained in or outside of the UK. Again, employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for shortlisting)

#### 2.2 Applicants from a background other than medicine

- Other than trainees (see 1 above), applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. Suitable evidence will be a letter from the UKPHR acknowledging receipt of the portfolio application.
- Other than trainees (see 1 above), applicants from a background in public health dentistry must be included in the GDC Specialist List in dental public health. However, those who can demonstrate that they have submitted an application for inclusion on the GDC specialist list in public health dentistry may be considered for shortlisting. Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GDC which is eligible for consideration at the time of application (for shortlisting).

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**Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register.** Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.

### GENERAL CONDITIONS

#### **Terms and conditions of service**

This post will be appointed on Somerset Council terms and conditions.

#### **On call arrangements**

The post-holder will be expected to be on call for health protection and public health and to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Somerset.

#### **Indemnity**

As the post-holder will only be indemnified for duties undertaken on behalf of Somerset Council the post-holder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of the Somerset Council and for private activity within Somerset Council. For on call duties provided to other organisations as part of cross cover out of hours arrangements Somerset Council has confirmed that those organisations will provide indemnity for the post-holder. These arrangements may differ across the four countries.

#### **Flexibility**

The post-holder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of new and developing services. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

#### **Confidentiality**

A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

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### **Public Interest Disclosure**

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she has a duty of candour and should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

### **Data protection**

If required to do so, the post-holder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The post-holder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

### **Health and safety**

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

### **Smoking policy**

The employing organisation has a policy that smoking is not allowed in the work place.

### **Equal opportunities policy**

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

Agreed that the Job Description is a fair and accurate statement of the requirements of the post:

Director ..... Date .....

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