

# Grading

## Job Description and Employee Specification

<b><u>Job title:</u></b> Public Health Business and Partnerships Manager	<b><u>Service area:</u></b> Public Health
<b><u>Post number:</u></b>	<b><u>Division:</u></b> Public Health
<b><u>Grade:</u></b> Grade 8	<b><u>Section/team:</u></b> Intelligence, Assurance, and Partnerships
<b><u>Overall purpose of job:</u></b>  <p>To manage and support the health and wellbeing board in fulfilling statutory responsibilities, fostering collaboration and partnerships across North Lincolnshire.</p> <p>To lead on performance, governance, and business planning for the public health division, ensuring that processes are robust.</p> <p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<b><u>Main responsibilities:</u></b>  <p><b>Health and Wellbeing Board:</b></p> <ul style="list-style-type: none"> <li>Ensure the effective support and management of the North Lincolnshire Health and Wellbeing Board (HWB) in fulfilling statutory responsibilities, managing and supporting the delivery of each Board's agenda and work programmes, overseeing partnership performance, and fostering collaboration and partnerships with external stakeholders, including local community organisations, healthcare providers, and educational institutions.</li> </ul> <p><b>Performance and Governance:</b></p> <ul style="list-style-type: none"> <li>Provide assurance to senior leadership of effective spending of the Public Health Grant (PHG), including monitoring and evaluating impact. Provide effective financial updates and forecasts by monitoring budgets and auditing provider performance against spend and returns. Implement a continuous improvement framework that encourages innovation and the adoption of best practice.</li> <li>Establish a robust performance management system for the public health team and for providers we commission, with key performance indicators (KPIs) aligned with the department's strategic goals. Ensure that quarterly corporate performance is updated and submitted on time.</li> <li>Provide guidance on monitoring and evaluation of interventions and services, striving for continuous improvement and ensuring that the required standards are met and sustained.</li> <li>Lead on risk and issue management, ensuring that risks are regularly updated through Senior Management Team, and that Senior Leadership Team are kept informed.</li> <li>Develop, implement, and monitor a robust research governance process for undertaking ethical evaluation, and approval for research projects for the whole council, while exploring the potential for research partnerships with universities and other local, regional, and national organisations.</li> </ul>	

## Job Description and Employee Specification

- Act as lead for Public Health on information governance, including undertaking audit to ensure compliance with GDPR.

### **Business Planning:**

- In conjunction with colleagues across the service, contribute to the Director of Public Health Annual Report.
- Establish knowledge management systems, ensuring the flow of information and reports through SMT, SLT, and other necessary meetings (like cabinet portfolio holder briefing, executive leadership team, place partnership etc.).
- Develop key public health documents, including service delivery plans, and evaluate performance against these; support senior leader plan development and monitoring; and lead on the submission of all Public Health statutory returns.

### **Policy Development and Advocacy:**

- Advocate for public health policies that promote health equity and address social determinants of health, and work with policymakers to develop and implement policies that support public health goals.

### **Sustainability and Funding:**

- Identify and secure funding opportunities to support public health initiatives, including writing/supporting writing grant proposals, building partnerships with funding organisations, and managing budgets effectively.

### **Knowledge, skill and experience:**

- Public Health related degree qualification, or equivalent knowledge skills and experience with a willingness to undertake the formal qualification.
- Advanced knowledge of information governance regulations and best practice.
- Experience of successfully leading and managing multiple complex projects.
- Practical experience of evaluation methods for complex interventions, including logic models, theories of change, and the utilisation of local and national data sources.
- A good understanding of public health theory and practice, including the effects of the building blocks of health, health inequalities, and how these impact on population health information and performance.
- A good understanding of research governance, ethical requirements, and research methods, ideally within public health or a related field; with basic research skills.
- Knowledge and understanding of performance management systems.
- Experience of financial/budget management.
- Excellent interpersonal skills and proven ability to build and strengthen relationships across a complex partnership landscape.
- Experience of analysing complex data and preparing reports for a range of audiences, including performance management information.

## Job Description and Employee Specification

- Excellent presentation skills, with experience of presenting to a variety of audiences on different topics, for different outcomes.
- Excellent communication skills, both written and verbal, with the ability to communicate complex information to range of audiences.
- Strong negotiation and influencing skills.
- Excellent IT skills including the ability to use a variety of computer software to create reports and presentations.
- Ability to transport self around North Lincolnshire in a timely manner.

### **Creativity and innovation:**

It is essential that the postholder has excellent problem-solving skills. The postholder must identify creative and innovative ways to:

- Continuously improve the performance and functioning of the public health division.
- Measure performance of the public health team, not only using national indicators, but being creative and innovative around what is monitored and how impact is measured.
- Support identification of priorities across the whole system in North Lincolnshire, including the provision of services and preventative investment.
- Evaluate the impact of complex interventions – over and above process.
- Plan, review, and amend service delivery models.
- Prepare specifications and tenders
- Develop and implement policy, practice and procedures
- Influence others for the good of the population of North Lincolnshire, especially in the use of the written and spoken word.
- Solve problems or challenges where there are no established methods.

### **Contacts and relationships:**

Daily – Health and Wellbeing Board

With primary responsibility for the Health and Wellbeing Board, the postholder will foster collaboration and proactivity between members of the Board, and more broadly, through the people working within Board member's teams. It may also include holding and supporting facilitation of workshops. These relationships are extremely complex, and require knowledge of history, organisational mandate, legislative frameworks and statutory requirements, and excellent people skills.

The membership is as follows:

Position	Organisation
Chairman and Leader of the Council*	North Lincolnshire Council

## Job Description and Employee Specification

Deputy Leader and Cabinet Member for Independent Families – Adults & Health	North Lincolnshire Council
Cabinet Member for Independent Families - Children	North Lincolnshire Council
Chief Executive	North Lincolnshire Council
Director of Public Health*	North Lincolnshire Council
Director: Children & Families*	North Lincolnshire Council
Director: Adults & Health*	North Lincolnshire Council
NHS Place Director*	Humber & North Yorkshire Integrated Care Board
Place Nurse Director	Humber & North Yorkshire Integrated Care Board
Clinical Place Director – Northern Lincolnshire	Humber & North Yorkshire Integrated Care Board
Deputy Director – Yorkshire & the Humber	Office for Health Improvement and Disparities, DHSC
Manager*	Healthwatch North Lincolnshire
Director of Customer Services	Ongo
Chief Superintendent	Humberside Police
Group Manager	Humberside Fire & Rescue Service
Director	Rotherham, Doncaster & South Humber NHS Foundation Trust
Director for Strategy and Partnerships	North Lincolnshire & Goole NHS Foundation Trust

Weekly - Public Health Principal (own manager)

To advise on on-going complex and contentious matters and emerging issues.

Weekly - Public Health Principals (whole portfolio)

Act as the proactive link to understand needs and develop insights to help develop policy and in the undertaking of collaborative working

Monthly - Colleagues across the council.

To influence and promote inclusion of Public Health in all council policies

### **Decision making:**

The post holder is expected to act independently and autonomously in terms of identifying areas for improvement, proposing continuous improvement, and developing solutions to challenges. Recommendations for change on policy and implementation of policy, procedure and process, can affect service provision and impact on the public, the council and other organisations.

## Grading

# Job Description and Employee Specification

Prioritisation of workload, day-to-day work focus, areas to explore, processes to establish relationships to focus on, etc.

Using research methods, and Public Health England resource tools, makes recommendations for change in priorities and services which can influence and impact on a range of internal and external stakeholders.

Makes decisions and advises on matters in respect of appropriate information governance within Public Health.

Identifies potential risks and ensures these are appropriately flagged with senior managers.

### **Responsibility for resources:**

- Sole responsibility for laptop and mobile phone with a combined value of £850, working away from contractual base approximately 20% of working hours.

## **WORK ENVIRONMENT**

### **Work demands:**

There will frequently be conflicting priorities, with the post holder having to divert their attention to new more urgent tasks, putting existing workload on hold. There are likely to be specific, tight deadlines for urgent work. They may be asked to undertake urgent work by more than one person at the same time which will require negotiation.

There are regular deadlines for various partnership meetings, including the Health and Wellbeing Board. These deadlines can be changed by the Chairs of specific meetings and those attending and presenting at them.

There are deadlines for reports on performance, and public health statutory submissions.

### **Physical demands:**

Normal physical effort.

### **Working conditions:**

Work will normally be carried out in an office environment but does require the post holder to visit various locations as need arises. Agile / hybrid working is in place across the authority.

### **Work context:**

Minimal risk.

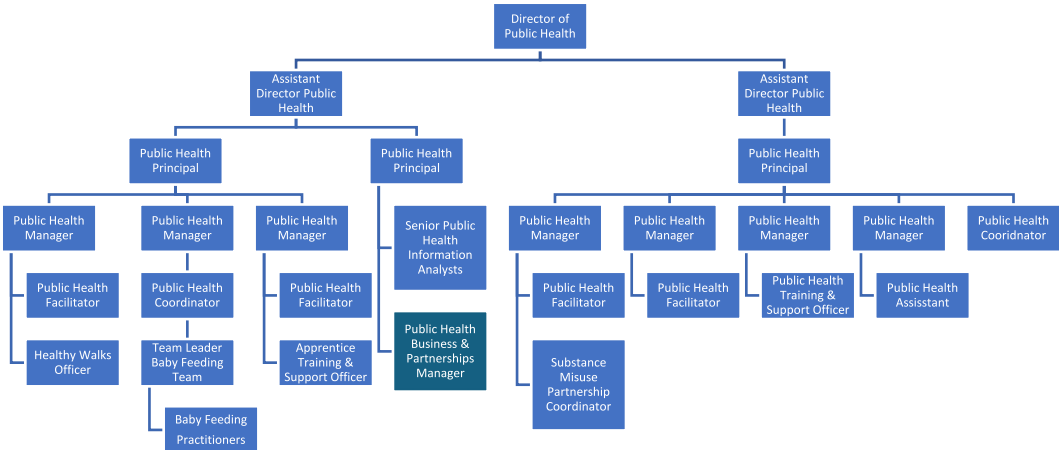
Grading

Job Description and Employee Specification

Position in organisation:

Indicate how many staff the post is directly accountable for:

0



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

## Grading

# Job Description and Employee Specification

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> <li>Advanced knowledge of information governance regulations and best practice.</li> <li>Experience of successfully leading and managing multiple complex projects.</li> <li>Practical experience of evaluation methods for complex interventions, including logic models, theories of change, and the utilisation of local and national data sources.</li> <li>A good understanding of public health theory and practice, including the effects of the building blocks of health, health inequalities, and how these impact on population health information and performance.</li> <li>A good understanding of research governance, ethical requirements, and research methods, ideally within public health or a related field; with basic research skills.</li> <li>Knowledge and understanding of performance management systems.</li> <li>Experience of financial/budget management.</li> <li>Experience of analysing complex data and preparing reports for a range of audiences, including performance management information.</li> <li>Excellent IT skills including the ability to use a variety of computer software to create reports and presentations.</li> </ul>	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and proven ability to build and strengthen relationships across a complex partnership landscape.</li> <li>Excellent presentation skills, with experience of presenting to a variety of audiences on different topics, for different outcomes.</li> <li>Excellent communication skills, both written and verbal, with the ability to communicate complex information to range of audiences.</li> <li>Strong negotiation and influencing skills.</li> <li>Ability to transport self around North Lincolnshire in a timely manner.</li> </ul>	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> <li>Public Health related degree qualification, or equivalent knowledge skills and experience with a willingness to undertake the formal qualification.</li> </ul>	
Working Arrangements	Interview
<ul style="list-style-type: none"> <li>To be agreed with recruiting manager</li> </ul>	

## Grading

# Job Description and Employee Specification

DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>Specialist knowledge of epidemiology, statistics, and information analysis relating to health.</li> <li>A sound understanding of change management with the ability to support team members through periods of significant change.</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>Masters in Public Health</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>

<b>THE POST IS SUBJECT TO:</b>	
<b>Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974</b>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Political restriction</b>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>The ability to speak fluent English under the Immigration Act 2016</b>	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<ul style="list-style-type: none"> <li><b>Version Control</b></li> </ul>	
<b>Author</b>	HR Policy Team
<b>Status</b>	V0.1
<b>Date approved</b>	19 September 2012
<b>Last updated</b>	21 December 2021