

**Role profile: Deputy Director Public Health**

**JE Code: JE1579**

**Competency Level: 4**

<b>JOB TITLE:</b>	Deputy Director of Public Health
<b>EMPLOYING AUTHORITY:</b>	Milton Keynes Council
<b>DIRECTORATE:</b>	Public Health – People Directorate
<b>GRADE:</b>	N
<b>DATE PREPARED:</b>	May 2018
<b>REPORTS TO:</b>	Director of Public Health
<b>HOURS:</b>	This is a full time post (37 hours).
<b>LOCATION OF POST:</b>	Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

**JOB PURPOSE:**

This is a highly complex role working to improve health and reduce inequalities across Milton Keynes. The post holder will be responsible for the effective delivery of specialist public health advice to a wide range of stakeholders, commissioning of high quality public health services and the development of healthy lifestyle programmes for the residents of Milton Keynes. She/he will be responsible for ensuring that the Joint Strategic Needs Assessment (JSNA) is utilised to achieve optimum services and outcomes for Milton Keynes residents. This will involve working across the local authority and with other organisations such as Public Health England, Milton Keynes Clinical Commissioning Group, voluntary sector and local health providers.

They will be required to deputise for the Director of Public Health as required, and will hold senior management responsibility within the Public Health Team and across Milton Keynes Council. The post holder will establish strong working relationships and influence system leadership, both within Milton Keynes Council, as well as with partners in the Clinical Commissioning Group (CCG), key provider organisations and key external bodies including Public Health England and NHS England. They will also have a key role in ensuring that the Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Plans achieve ambitious improvements in health and wellbeing in Milton Keynes.

The post holder will be expected to cope with multiple and changing demands and to meet tight deadlines. The post holder will deal with complex public health issues, advise the Milton Keynes Health & Wellbeing Board, lead on ensuring the successful delivery of the Health and Wellbeing Strategy and make recommendations regarding services, patient care and wider determinants of health.

The role requires a high level of intellectual rigour, negotiation skills, motivational skills and flexibility to deal with complex public health issues and to advise and make recommendations regarding health and wellbeing and patient care. A high level of tact, diplomacy and political awareness is also required and an ability to understand other cultures, to enable effective working across

organisational boundaries and influencing without direct authority.

#### **CONTACTS:**

Public Health has some shared services, working across Bedford Borough, Central Bedfordshire. We have a dedicated team for Milton Keynes which this post holder will lead. We are proud of our excellent relationships with partners, including Milton Keynes Clinical Commissioning Group, Public Health England and NHS England. Our team is strong, and works well within a forward thinking authority with a can-do culture. However despite our recent achievements, significant health inequalities remain, including those associated circulatory disease, chronic respiratory disease and Cancer. Improving outcomes in these areas will be a key requirement for this role.

The post holder will develop and maintain a wide range of relationships, including:

- Milton Keynes Clinical Commissioning Group (MKCCG) Regional and national leads for specific work areas eg. Within Public Health England, academic centres, NHS England
- Clinical leads within the wider health economy e.g. primary and secondary care consultants and managers
- Milton Keynes Council colleagues
- Local Authorities – particularly Bedford Borough and Central Bedfordshire
- Healthwatch
- Voluntary sector
- Acute and community providers
- Bedfordshire, Luton and Milton Keynes Sustainability and Transformation Plan

#### **RESOURCE CONTROLLED:** *(staff managed, budget controlled or budget impacted)*

The postholder will:

- Be a delegated budget holder for all Public Health activities related to Milton Keynes Council and monitor and contribute to the formulation of department/programme budgets and financial incentives.
- Be a delegated budget holder for the Public Health Team.
- Have direct line management responsibility for Head(s) of Service and Public Health Consultants
- Support the individual funding request process, where appropriate, through the provision of evidence of effectiveness.
- Seek out opportunities to secure additional funding, where possible, for the delivery of evidenced based interventions that will address local priorities.
- Influence how health budgets are spent to maximise opportunities to improve health and reduce health inequalities.

## MILTON KEYNES PUBLIC HEALTH TEAM STRUCTURE

## **MAIN ACCOUNTABILITIES:**

It is expected that the post holder will:

- Have responsibility for strategic public health input into the development, implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets for Milton Keynes Council.
- Provide expert public health advice and leadership to Milton Keynes Council and Milton Keynes CCG 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 and voluntary organisations, in potentially contentious and hostile environments where barriers to acceptance may exist.
- Ensure that service development and commissioning for residents of Milton Keynes Council is based on the core principles of effectiveness, equity, efficiency, quality and need.
- Develop and utilise information and intelligence systems to underpin commissioning decisions across the local authority and commissioning organisations, maximising the use of the Joint Strategic Needs Assessment (JSNA) and the Director of Public Health Reports.
- Be responsible for working with the Director of Public Health, elected members and other directors within Milton Keynes Council such as those for housing, environment and planning to tackle social determinants of health for the residents of Milton Keynes Council in order to reduce health inequalities and improve outcomes.
- Support the Director of Public Health to identify local priorities and support the planning and commissioning of interventions to address those priorities and reduce health inequalities for residents of Milton Keynes. Also, to seek out opportunities to secure additional funding, where possible, for the delivery of evidenced based interventions that will address those priorities.
- Provide strategic support to the Director of Public Health in addressing key statutory functions including assurance for effective local health protection programmes and taking action to improve public health for the residents of Milton Keynes.
- Be a delegated budget holder for all activities related to Milton Keynes Council and monitor and contribute to the formulation of department/programme budgets and financial incentives.
- Providing the key local authority link to the research community, providing advice/support to colleagues and co-ordinating appropriate access to scientific information. The postholder will be expected to take part in relevant research networks and to influence research programmes of such networks so that the research needs of the local authority are taken into account.
- Taking responsibility for the training obligations of the directorate, including becoming the Educational Supervisor. These duties will be agreed jointly with the relevant Head of the School of Public Health.
- Support the individual funding request process, where appropriate, through the provision of evidence of effectiveness.

## **DECISIONS MADE:**

The post holder will make a significant strategic contribution to the overall Milton Keynes Council objectives. They will:

- Support the Director of Public Health to identify local priorities and support the planning and commissioning of interventions to address those priorities and reduce health inequalities for residents of Milton Keynes. Also, to seek out opportunities to secure additional funding, where possible, for the delivery of evidenced based interventions that will address those priorities.
- Ensure excellent provision of Public Health advice into the CCG (through the Core offer agreement), providing significant leadership into this important mandated service.
- Be a delegated budget holder for all activities related to Milton Keynes Council and monitor and contribute to the formulation of department/programme budgets and financial incentives.
- Have direct line management responsibility for Head(s) of Service.
- Support the Individual Funding Request process, where appropriate, through the provision of evidence of effectiveness.
- Deputise for the Director of Public Health, as required, and will hold senior management responsibility within the Public Health Team.
- Provide line management for staff including recruitment, appraisals, disciplinary and grievance responsibilities.
- Take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements.
- Provide supervision and contribute to training e.g. Public Health Specialty Registrars, and encourage the development of the Public Health Team as a strong training placement for local Public Health Specialty Registrars.
- Contribute to the formulation of department/programme budgets and financial incentives.
- Have the ability to work cross-directorate and across other agencies and voluntary organisations.
- Receive regular appraisals by the Director of Public Health. Detailed objectives will be agreed with the Director of Public Health.

## **Appendix 1**

### **FACULTY OF PUBLIC HEALTH COMPETENCIES** **(2015 PH Specialty Training Curriculum)**

#### ***Use of public health intelligence to survey and assess a population's health and wellbeing***

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

#### ***Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations***

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

#### ***Policy and strategy development and implementation***

To be able to influence and contribute to the development of policy as well as lead the development and implementation of a strategy.

#### ***Strategic leadership and collaborative working for health***

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

#### ***Health Improvement, Determinants of Health and Health Communications***

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

#### ***Health Protection***

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

#### ***Health and Care Public Health***

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

#### ***Academic public health***

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

#### ***Professional, personal and ethical development***

To be able to shape, pursue actively and evaluate their own personal and professional development, using insight into their own behaviours and attitudes and their impact to modify behaviour and to practise within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

***Integration and application of competencies for consultant practice***

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.

# CONSULTANT IN PUBLIC HEALTH /CONSULTANT IN PUBLIC HEALTH MEDICINE

Milton Keynes Council

**IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005. Further amended in June 2015**

<b>Education/Qualifications</b>	<i>Essential</i>	<i>Desirable</i>
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists -This entails a masters programme plus further postgraduate medical specialist training	X	
<i>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</i>	X	
Public health specialty registrar 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 the GMC/GDC/UKPHR specialist registers [see shortlisting notes below for additional guidance]	X	
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Masters in Public Health		X
<b>Personal qualities</b>		
Able to influence senior members including directors and CEOs	X	
Able to both lead teams and to be able to contribute effectively in teams led by junior colleagues	X	
Commitment to work within a political system irrespective of personal political affiliations	X	
<b>Experience</b>		
Delivery of successful change management programmes across organizational boundaries	X	
Media experience demonstrating delivery of effective health behaviour or health promotion messages		X
Experience of using complex information to explain public health issues to a range of audiences	X	
<b>Skills</b>		
Strategic thinker with proven leadership skills and operational nous	X	
Able to demonstrate and motivate organisations to contribute to improving the public's health and wellbeing through mainstream activities and within resources	X	
Ability to lead and manage the response successfully in unplanned and unforeseen circumstances	X	
Analytical skills able to utilize both qualitative (including health economics) and quantitative information	X	
Ability to design, develop, interpret and implement strategies and policies	X	
<b>Knowledge</b>		
In depth understanding of the health and care system and the relationships with both local and national government	X	
In depth knowledge of methods of developing clinical quality assurance, quality improvement, evaluations and evidence based public health practice	X	
Strong and demonstrable understanding of interfaces between health, social care and key partners (dealing with wider determinants of health)	X	



### 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).

#### 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).**

*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**

- Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
- Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

### **On call arrangements**

The postholder will be expected to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Peterborough City Council. Suitable training will be provided for those who need it in discussion with Public Health England.

### **Indemnity**

As the postholder will only be indemnified for duties undertaken on behalf of Peterborough City Council, the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of Peterborough City Council and for private activity within Peterborough.

### ***Flexibility***

The postholder 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 this new and developing service. 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.

### ***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 postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder 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 su**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**