

Job Description: Assistant Director – Public Health (Partnerships & Commissioning)

Employing organisation:	Leicestershire County Council
Title:	Assistant Director – Public Health (Partnerships & Commissioning) Full Time
AAC Reference number:	[Please insert, you will get one after the JD is approved]
Accountable to:	The post-holder will be dually accountable: <ul style="list-style-type: none">• professionally to the employing authority• managerially to the employing organisation via the line manager, Mike Sandys – Director of Public Health
Grade:	Grade 18: Salary £98,673 - £111,606
Strategically responsible for:	Public Health Specialists, Strategic Leads (as Direct Reports) and associated teams. Specific programme leads and external contractors as appropriate.
Managerially responsibility:	3 direct line reports spanning, Commissioning, Wider Determinants of Health, Health Improvement and Support to the ICB.

1. Appointment

This is a post for an Assistant Director in public health which is a replacement post, employed by the Leicestershire County Council based at County Hall, Glenfield, Leicestershire, LE3 8RE.

2. Job summary

The postholder will make a significant contribution to the leadership and management of both the County Council and the Department as an individual and as a member of the Departmental Management Team. This will involve assuming departmental responsibility for the leadership of specific departmental or corporate programmes and projects as required. To lead, direct and implement the strategic development, operational planning and delivery of all services within the remit of the post. To ensure that these reflect the Department's and Council's vision, policies and outcomes, are in line with national imperatives, standards and best practice and demonstrate responsiveness to local needs and issues. To lead, direct and manage in the role(s) of Strategic Commissioner to deliver customer focused services which are demonstrably of the appropriate quality and are cost effective.

On behalf of the local authority, the post-holder working with the DPH, the Assistant Director – Delivery and other consultant colleagues will lead on improving the health and wellbeing of the residents which is underpinned by the statutory duty placed on local government to take such steps as it considers appropriate to improve health of its residents. The post-holder will take responsibility for a strategic objective of the local authority and the health & wellbeing board and act as a change agent to enable delivery of relevant outcome indicators from the public health, NHS and social care outcome frameworks. The post-holder will be expected to work across organisations, be able to

influence budgets held by those organisations as well as advocate for change effectively, to improve population and planetary health.

3. Strategic objectives:

Ensure development and maintenance of systems and processes to enable the authority to work with partners to respond to major incidents including health protection threats. He or she on behalf of the authority and the DPH will lead on those aspects that the Secretary of State delegates to the authority. She/he will ensure that partner organisations (UKHSA, OHID, ICSs and NHS England) have appropriate mechanisms, to enable surge capacity to be delivered as and when required.

On behalf of the authority to take responsibility for ensuring delivery of the public health mandated services such that the full range of benefits are delivered to residents of the authority. These services include sexual health services, NHS HealthCheck, specialist public health support to ICSs and this will include taking responsibility for the relevant outcome indicators within the UKHSA, OHID, NHS (and Social Care) Outcome frameworks and working across organisational boundaries.

To lead work across all council directorates as well as influencing partnership boards (dealing with health determinants) to maximise health improvement opportunities and the reduction of inequalities in health outcomes amongst residents, both currently and for future generations. This will include using the Outcome Frameworks as well as exploring other relevant routinely collected data systems for suitable indicators.

To lead on improving health and social outcomes for a particular client group; early years, children, working adults, older adults, learning disabilities, mental health etc.

The work will include working across the entire council, NHS bodies (the council has a statutory duty to provide public health advice to ICSs and the council's health and wellbeing board has a coordinating role for the whole of the health and care system) and other partner agencies. It will also involve influencing private sector, voluntary sector and community sector organisations that can impact on health, both currently and into future generations, and influencing the attitudes and behaviour both of professionals and of the population generally.

In delivering the strategic objectives the post-holder will be expected to demonstrate expertise in the full range of relevant competencies as set out by the Faculty of Public Health. This includes evaluation techniques, policy analysis and translation and ability to communicate effectively with a range of stakeholders including politicians. In addition to any direct responsibility for managing staff or budgets, he/she will be responsible for change and improvement in the agreed areas of work and for supporting the delivery of the statutory duty of the council to take the steps it considers necessary to improve the health of its communities.

4. The employing organisation and other organisations within the scope of the work

Public Health is one of six departments within the County Council, exercising the full range of public health duties, including the delivery and commissioning of services. The Director of Public Health is a chief officer of the council, reporting directly to the Chief Executive. This position reports to the Director of Public Health.

5. Public health arrangements

Current staffing of the department or directorate of public health:

The post holder will be responsible for 3 senior members of staff and have responsibility for Health Improvement, Wider Determinants of Health, Commissioning and Support to the ICB. A structure chart for the department DMT structure can be found below.



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Departmental Struct

Resources:

The post-holder working with the DPH will be expected to make best use of both public health department resources as well as influence the resources in the Council as a whole.

Training and CPD arrangements

The department is approved for the training of public health specialists (Foundation Programme, General Practice, SHOs, Specialty Registrars in Public Health). The post holder will take responsibility for being an education supervisor within the department.

Strategic responsibility and key tasks

In delivering the strategic responsibility the post-holder is expected to demonstrate expertise across the full range of relevant competencies as set out by the Faculty of Public Health (Appendix 1) and where required, take responsibility for resolving operational issues. In negotiation with the DPH (and/or the council), the post-holder may be asked to take on responsibilities that are underpinned by any of the FPH competencies. Post-holders will be expected to maintain both the general expertise as well as develop topic-based expertise as required by the DPH and will be expected to deputise for the DPH as and when required.

The range of duties expected of the post-holder include (please amend as you think appropriate):

In accordance with the Council's leadership behaviours, lead the strategic management, development and delivery of customer focused, cost effective services to the highest of professional standards within the policies and objectives, whether provided in-house, via a partnership(s), or an outsourced solution.

Provide a high level of strategic advice to Lead Members, Cabinet and Scrutiny on policies, performance and budget to ensure the efficient delivery of services and ensure appropriate communication and dialogue takes place with all Members.

Lead, direct and review the strategic management of service policies, including performance and budget management, ensuring the effective and efficient provision of appropriate customer focused, services of the appropriate quality, in accordance with County Council policies, Government and legislative requirements.

Forge and maintain effective partnerships and working relationships with statutory, voluntary, private agencies and communities to meet the Council's and Department's objectives across services and promote the work of the Council and Department.

Ensure the effective performance management of services at both the strategic and operational level to ensure improved customer focus, cost effectiveness and continuous improvement in the delivery of Council, departmental and service outcomes.

As a council senior manager and member of the Departmental Management Team, take a lead role in influencing organisational culture, driving innovation and transformation.

Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

To be accountable for the implementation, monitoring and review of the Health & Wellbeing Board Strategy

To be accountable for ensuring the efficient and timely delivery of services, and to ensure the effective deployment and management of staff the Department and to be responsible for the management of delegated budgets in accordance with County Council and departmental procedures.

To lead the development and implementation of appropriate plans, programmes and initiatives including the results of inspections, audits and service reviews, and to oversee the provision of regular, timely and co-ordinated management information to support the Department's operations and service planning.

To lead on programme and project development and change management related to the implementation of County Council and partner transformation and efficiency programmes including the integration of health and care commissioning and provision.

To participate in the development of partnership and collaborative working at both departmental and locality level and to contribute particularly to the County Council's objectives in terms of joint working with the NHS and with District Councils and other agencies.

To be accountable for ensuring the efficient and timely delivery of strategic commissioning services, quality improvement services and policy development.

To be accountable for the development of strategy, policy and ensuring the efficient and timely delivery of public health services.

To be accountable and responsible for the deployment of resources including workforce, equipment and the management of delegated budgets in accordance with County Council and departmental procedures.

To develop and direct programmes of work as required related to integrated models of service, joint commissioning, integrated data and technology, and the ongoing evaluation of the impact of integrated services.

To lead on programme and project development and change management related to the implementation of County Council and partner transformation and efficiency programmes.

In the absence of the Director, to make decisions and represent the Director at strategic and operational forums.

Underpinning much of these duties are public health tasks such as:

- Undertaking health needs assessments as required to enable actions to be taken to improve the health of the local population.
- Developing prioritisation techniques and managing their application to policies, services and to help resolve issues such as the investment-disinvestment debate.
- Effective communication of complex concepts, science and data and their implications for local communities, to a range of stakeholders with very different backgrounds.
- Understanding of evaluation frameworks and applying those frameworks to the benefit of local communities.
- A capacity to apply the scientific body of knowledge on public health to the policies and services necessary to improve health, both currently and for future generations, and to formulate clear practical evidence-based recommendations.
- The understanding of human and organisational behaviour and the application of this knowledge to the achievement of change.
- Inspire commitment to public health outcomes and to prevention as a core feature of public sector reform.

6. Management arrangements and responsibilities (amend as appropriate)

The post-holder will be professionally accountable to the employing authority and managerially accountable to the employing authority via their line manager, 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.

The post-holder:

- will manage 3 staff
- will oversee several budgets and be an authorised signatory.
- will be expected to deputise for the Director as required.

7. Professional obligations

These include:

Participate in the organisation's staff appraisal scheme and quality improvement programme and ensure appraisal and development of any staff for which s/he is responsible.

Contribute actively to the training programme for Foundation Year and GP Doctors / Specialty Registrars in Public Health and LAs management trainees as appropriate, and to the training of practitioners and primary care professionals within the locality In agreement with the DPH, becoming an Educational/Clinical/Project Supervisor.

Undertake an annual professional appraisal including completion of a programme of 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. In agreement with

the DPH, contribute to the wider the public health professional system by becoming an appraiser or practitioner appraiser for a specified period of time.

In agreement with your line manager seek to contribute to the wider system for example through becoming an appraiser or taking up a role with the faculty such as examiner, assessor, CPD or Faculty Adviser.

Practise 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 and UKPHR requirements.

Contribute to medical professional leadership within the health system.

It is a duty of a health professional to foster scientific integrity, freedom of scientific publications, and freedom of debate on health matters, and public health professionals have a further responsibility to promote good governance and open government.

Public health practice must be carried out within the ethical framework of the health professions.

The post-holder will be expected to maintain effective, courageous, and responsible public health advocacy.

8. Work programme

It is envisaged that the post holder will work 10 programmed activities over 5 days. Half a day or one session is considered one programmed activity / 1 PA. Following appointment there will be a meeting at no later than three months with the line manager to review and revise the job plan and objectives of the post holder. The overall split of the programmed activities is approximately 7.5 to be devoted to public health duties and 2.5 to supporting professional activities (as per the Academy of Medical Royal Colleges recommendation). Supporting professional activity (SPA) is CPD, appraisal, revalidation, teaching, training, quality improvement including clinical governance, Faculty work, etc. The timetable is indicative only. A formal job plan will be agreed between the post holder and the line manager (usually the DPH) three months after commencing the post and at least annually thereafter.

9. On-call and cover arrangements

The post holder will take part in the councils on call senior manager rota. This normally equates to two on call and two deputy on call rotas per year. This is currently being reviewed and may change in the future.

10. Wellbeing

The council is committed to creating a working environment which fosters the best possible health and wellbeing for all of our employees. There is a wealth of wellbeing resources, services, websites and contacts available across the council to help you find the most appropriate support for yourself, a colleague or a team member. This information is available through the councils Intranet site where you can find information on support, health and lifestyle and work related support.

11. Personal qualities

The post-holder will deal with complex public health and wellbeing challenges in a multi-organisational environment with widely differing governance and finance system and organizational cultures. It is expected that the post-holder will be able to cope with such circumstances as well as multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour,

political awareness and negotiation and motivation skills as well as flexibility and sensitivity are required. The post holder will advise the health and wellbeing board and make recommendations regarding services, residents' care and wider determinants of health and therefore a high level of tact, diplomacy and leadership is required including the ability work within the local political system and at the same time maintain the ability to challenge and advocate for effective working and on specific issues in order to achieve public health outcomes. The achievement of public health outcomes and the successful pursuit of change are the purpose of the job and the metric against which performance will be assessed.

Appendix 1: FACULTY OF PUBLIC HEALTH COMPETENCIES

(Based on the 2022 Public Health Specialty Training Curriculum)

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

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

To be able to synthesise data from multiple sources on the surveillance or assessment of a population's health and wellbeing and on the wider environment, so that the evidence 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, behaviours and environmental factors influencing health at a system, community and individual level to improve and promote the health of current and future generations. To be proactive in addressing health inequalities and prioritising the most vulnerable or disadvantaged groups in the population.

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. To understand how those risks associated with hazards relevant to health protection may be influenced by climate change and environmental degradation currently and in the future.

Health and care public health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness, sustainability 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 your own personal and professional development, using insight into your 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.

PERSON SPECIFICATION – ASSISTANT DIRECTOR – PUBLIC HEALTH

CONSULTANT IN PUBLIC HEALTH /CONSULTANT IN PUBLIC HEALTH MEDICINE

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, and September 2018		
Education/Qualifications	Essential	Desirable
The National Health Service (Appointment of Consultants) Regulations 1996 (legislation.gov.uk) In line with legislation, inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List or inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists at the point of application.	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 practice</i>	X	
Any public health speciality registrar applicants who are currently on the UK public health training programme and not yet on either the GMC, GDC or UKPHR specialist register must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview Applicants going through the portfolio registration routes (GMC or UKPHR) are not eligible to be shortlisted for interview until they are included on the register. The six-month rule does not apply to these portfolio route applicants.	X	
If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT) or be within six months of award of CCT by date of interview. If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT <i>[see shortlisting notes below]</i>	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, or equivalent	X	
Masters in Public Health or equivalent		X
Personal qualities		
Able to influence senior members including directors and CEOs	X	
Able to both lead teams and to able to contribute effectively to teams led by junior colleagues	X	
Commitment to work within a political system irrespective of personal political affiliations	X	
Experience		
Having worked in a senior strategic leadership role in Public Health in a complex public sector organisation. This is to include building and maintaining the trust and confidence of elected members and presenting to Member bodies and Committees and effectively leading at high profile public meetings on complex issues.	X	
Effective performance management of a large and complex public sector service which has operated on the basis of strategic and operational commissioning to provide a number of cost-effective services. This is to include experience of having implemented robust management and monitoring frameworks to ensure outcomes and which also includes the effective use of data and business intelligence.	X	
Having commissioned a service which has adopted commercial practices and culture, that has resulted in maximising performance and public outcomes.		X
At a senior level, the management of significant and complex budgets including the use of activity linked costing and having put in place an effective financial reporting system which meets required governance arrangements.	X	
Developing strategic partnership working initiatives and taking a significant lead role in the overall management to ensure that it effectively delivers the required outcomes for the organisation.	X	
The implementation of significant change programmes and/or improvement initiatives which have delivered demonstrable outcomes in terms of time, cost and quality.	X	
Effective relationship management with a range of stakeholders, including customers and external partners.	X	
Creating and implementing a business culture that has at its centre 'customer focused' service delivery and which has achieved its outcomes in line with corporate and departmental business plans.	X	

Applying a clear strategic approach to complex problem solving and to the general leadership and management of programmes and projects within the area of responsibility.	X	
Experience of using complex information to explain public health issues to a range of audiences	X	
Skills		
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	
Knowledge		
In-depth understanding of health and care system and relationships with both local & 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	
Understanding of the public sector duty and the inequality duty and their application to public health practice	X	
Organisation Values		
Drive		
Continuously and openly review performance across your entire span of accountability	X	
Openly discuss with your people managers their performance and impact as managers in line with this framework.	X	
Empower and support them to recognise strong performance and be accountable for proactively addressing unsatisfactory performance, misconduct and attendance issues.	X	
Encourage your direct reports to use the tools outlined on the 'Measuring Success' page to inform discussions on performance	X	
Think		
Actively invite challenge and thinking from different perspectives to build on ideas and solve problems collaboratively. Encourage others to do the same.	X	
Be an advocate for evidence-based decision making. If data is not available, encourage improvement in processes, data collection and/or compliance.	X	
Discuss succession planning with your people managers, exploring the potential within the team and the future needs of the service	X	
Provide support and constructive challenge to empower well considered risk taking	X	
Feel		
Be mindful of how change can affect people differently and prepare to manage different responses sensitively	X	
Be in tune with the resilience and wellbeing of your manager(s) and team(s) and make yourself available for open conversations	X	
Respectfully discuss with your manager(s) the skills, attributes and aspirations of team members and the impact it may have on motivation and wellbeing if these do not match	X	
Connect		
Proactively develop positive, trusting relationships across departments, with customers, service users, partners and/or the community as appropriate	X	
Develop trust within the team and encourage team members to build positive, trusting relationships with each other, across departments and with customers, service users, partners and/or the community as appropriate	X	
Be an advocate of collaborating to achieve a shared vision and role model the need to work together across the organisation to achieve the Council's strategic priorities	X	

Be an advocate for partnership working and collaboration with other organisations to improve services, value for money and/or opportunities for the people of Leicestershire	X	
Inspire		
Coach, advise and support team members to grow and build confidence in their management roles and role model the behaviours and ways of working that support the achievement of strategic objectives	X	
Be an advocate for trying new ways of working, maximising opportunities to adopt new thinking and/or technology into your service	X	