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| **Post Title: Public Health Programme Lead** | **Grade: BR14** |
| **Department: People** | **Division/Section: Public Health** |
| **Post No: 35343** | **Reports to: Senior Strategist, Public Health** |

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| **MAIN PURPOSE:**  The role of the Programme Lead is to provide specialist public health input to commissioning. The initial focus for post will be to lead the commissioning of a stop smoking service. The post holder will have the opportunity to work within the TAD team (tobacco, alcohol and drugs) leading the strategic development and mobilisation of public health programmes, chiefly those related to tobacco dependence, alcohol and drugs. |

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| SUMMARY OF RESPONSIBILITIES AND DUTIES:  Proposed   1. Lead the commissioning of stop smoking support service(s) in the borough. 2. Co-ordinate stakeholder collaboration in maximising the impact of investment to address tobacco, alcohol and drug use across the local system. 3. Support commissioning, mobilisation and contract monitoring arrangements for Public Health contracts, including a specialist service to address tobacco and nicotine dependence. 4. To develop working relationships with key stakeholders across all partner organisations to facilitate effective cross boundary working across Bromley, Southeast London and nationally.      1. Lead multi-agency work on developing support pathways in Bromley to address health disparities and identifying best practice the additions arena to improve lives of Bromley communities. 2. Work closely with Strategists and Consultants in Public Health and supporting future commissioning planning.      1. Support contracting, provider development and quality management of Public health programmes.      1. Work closely alongside the Public Health Disease Prevention Nurse for clinical support. 2. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Public Health Division. |
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| **CONTACTS AND RELATIONSHIPS:**  Chief Officers, Elected Members, other senior officers, service managers from Bromley and other local authorities, external consultants/contractors and representatives from other agencies and networks.  KEY RELATIONSHIPS:   * + LBB Councillors   + Public Health Strategist and other Programme Leads   + Public Health Disease Prevention Nurses   + Director of Public Health   + OHID (Office of Health Improvement and Disparities)   + NHS England   + Education and Social Care staff across Bromley   + Kings Health Partners   + Oxleas NHS Foundation Trust   + Southeast London Integrated Care Board   + GP Practices   + Local Pharmaceutical Committee   + Community Pharmacies   + Commissioned providers of services   + Communication and Engagement Leads |

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| **Planning and Commissioning**  • To lead on commissioning elements of public health programmes, including the development of commissioning specifications, monitoring and evaluation of the initiatives.  • To lead on development and implementation of key public health programmes and health improvement initiatives related to tobacco, alcohol and drugs.  • To analyse interpret and implement the impact of national and local prevention policies on Bromley.    • To propose policy/programme changes for prevention and health improvement across the whole Bromley health economy.  • To identify gaps in the current provision of programmes and plan appropriate evidence-based and innovative improvements if needed.  • To contribute to development of service specifications and give expert opinion on content to meet the needs of the population of Bromley ensuring value for money.    • To manage resources and budget effectively.  **Operational**  • To work closely with providers of health and social care improvement services to ensure robust and timely implementation of public health initiatives.  • To work strategically and operationally with all professional groups in the healthcare economy to achieve local and national targets.  • Prepare and deliver presentations demonstrating progress of the programmes in a clear and understandable way to the Public Health team, elected members, LBB and other organisations as indicated.  • To ensure systems are in place to support vulnerable groups and to address health disparities.  • To explore and analyse a variety of evidence-based approaches to health improvement and promote best practice to meet the needs of the population of Bromley.  **Personal Responsibilities**  • To work in a facilitative manner with all key stakeholders.  • To actively support the promotion of Public Health programmes inside and outside the London Borough of Bromley.  • To identify and share best practice amongst all stakeholders and the wider Health Economy.  • Spread learning across the organisation to ensure that appropriate skills and knowledge base are embedded throughout the multi professional and specialist teams in relation to managing substance misuse.  • Develop and maintain effective communication networks across the system.  • To provide highly specialised advice for the adoption of best practice and an evidence-based approach to health improvement.    • To maintain professional credibility as a public health specialist by continuously updating knowledge in the field of public health.  • To contribute to own professional development using a Personal Development Plan. |

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| **EQUALITIES:**  Implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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| **SKILLS & ABILITIES**   * Demonstrates the full range of leadership qualities, skills and behaviours. * Highly developed oral and written communication skills including interpersonal, negotiation, influencing and conflict management skills required to communicate controversial programme improvement or organisational change issues. * Ability to manage relationships at all levels * Politically aware and sensitive * Expert facilitation skills * Project management skills * People leadership expertise * Proven team worker with ability to motivate others * Aware of own strengths and development needs * Highly developed presentation skills * Able to understand and work within complexity and translate it into understandable knowledge * Numerate and IT literate * Well-developed keyboard skills * Prioritisation skills with ability to manage multiple projects. Flexible, enthusiastic and committed * Ability to measure and assess the outcomes of changes |

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| **KNOWLEDGE**   * Proven track record of developing and commissioning health-related programmes * Knowledge of the principles and practice of public health including health needs assessment and evidence-based strategies to address health disparities * Demonstrate a knowledge and understanding of Local Authority and the healthcare environment, structures and policy * Knowledge of the behaviour change theory and vision for the development of related communication and engagement in public health is desirable |

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| **EXPERIENCE**   * Experience of commissioning health programmes * Recent significant experience in public health population programmes * Experience of working on the development of Public Health programmes |

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| **QUALIFICATIONS**   * Educated to Degree level or equivalent experience * Evidence of continued professional development |

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|  | **Date** | **Name** |
| 1. Date drawn up |  |  |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |