

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Apprentice Public Health Practitioner	Grade:	SCALE 5
Duration:	36 months		
Reports to (Designation):	Assistant Public Health Strategist	Grade:	PO5
Directorate:	Adult Social Care and Health	Department:	Public Health

Main Purpose of the job:

Lewisham Council offers a wide range of high-quality apprenticeships. Alongside your job, you will complete a nationally recognised apprenticeship training course. On the job you will gain experience and skills required for your apprenticeship discipline. You will join the Public Health team to support improvement and protect the health and wellbeing of people in Lewisham including reducing health inequalities.

Public health contributes to reducing the causes of ill-health and improving people's health and wellbeing through:

- Protecting people's health (for example action for clean air, water, food, infectious disease control or protection from environmental hazards)
- improving people's health (for example by helping people quit smoking or improving their living conditions)
- ensuring that our health services are effective, efficient and equally accessible
- public health intelligence and academic public health which builds the evidence on which all public health activity is based

The Public Health Apprentice will work to meet a series of learning objectives spanning the full range of Public Health Duties. You will be supported to meet the learning objectives which should enable you to submit a portfolio of evidence to the United Kingdom Public Health Register to register as a [UKPHR Public Health Practitioner](#).

Over the three years you will have the opportunity to gain experience across different areas of public health by supporting the projects under the responsibility of the senior members of the public health team. The post holder will work in conjunction with a wide range of professional groups and organisations (statutory and non-statutory). They will work closely with local partners to develop and implement programs.

The post holder will be expected to work across a wide variety of settings within the community and may be required to work occasional evenings and weekends

Alongside your job, you will spend 20% of your time completing the nationally recognised [Public Health Practitioner Level 6 degree apprenticeship](#). This is a three-year degree level course. You are required to attend all teaching days. Successful completion of each academic year is required to continue and there is an end-point assessment at the end of this apprenticeship, carried out by an independent assessor, it includes an exam, a logbook and a panel interview.

Summary of Responsibilities and Personal Duties:

General requirements

- Undertake a development programme leading to a Level 6 Apprentice Public Health Practitioner qualification. You will be supported to meet the learning objectives and submit a portfolio of evidence in Year 3 to complete the end point assessment and to register as a UKPHR Public Health Practitioner.
- Use the dedicated time given to complete studies and coursework. Successful completion of each academic year is required to continue.
- Actively participate in your own development. This includes carrying out duties of your role and completing coursework within agreed deadlines.
- With supervision, to develop skills and experience in:
 - Assessing and managing risk of disease and ill health and the prevention of premature deaths.
 - Monitoring and promoting health and wellbeing to ensure fairer health outcomes between different communities and groups (i.e. addressing health inequalities).
 - Implementing protection measures to protect the public from environmental hazards and risks.
 - Evaluating sources of evidence and interpreting and present it to various audiences.
 - Designing and planning health interventions.

Support the team:

- To help administer and manage key programmes of Public Health activity as required.
 - With the support of colleagues, to design, administer and conclude consultation events, surveys and focus groups.
 - To promote services across the Borough, through the development and delivery of marketing campaigns.
 - To identify, develop, implement and evaluate Health Improvement programmes relevant to local and national priorities.
 - To work flexibly throughout Public Health, the Council, ICB, Health and Care partners and voluntary sector as required.
 - To detail and enter clinical information or data onto applications.
 - To understand data and sources of information and convey this in a suitable format for a variety of audiences.
 - To support services in delivering key performance indicators and activity.
 - Contact clients via telephone to obtain follow-up information.
 - On an ad-hoc basis and after an appropriate induction period to deputise for other staff in the Department.
 - To contribute to briefings and other written reports. This could include reviewing published literature, identifying areas of good practice and developing recommendations
 - To support research projects, service evaluations and audits including designing research tools, collating and analysing data.
 - To support different stages of the commissioning cycle, including contract management
 - Schedule and arrange events and meetings, and provide IT support
 - Additional duties as required – i.e. research, mailing, handling calls
- Constructively take part in meetings, supervision, seminars, and other events designed to improve communication.
 - Use information technology systems to carry out duties in the most efficient and effective manner.

- Achieve personal performance targets, as agreed by your line manager.
- Carry out duties and responsibilities in accordance with the Council's customer care standards.
- Be committed to the Council's ambitions, [Values and Behaviours](#).
- Undertake other duties compatible with your learning and development as required.

Resources and Financial Management

- Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

- Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

- Flexible/Office-Based. The post holder will be expected to spend at least 2 days a week in the office to maximise learning opportunities. May require occasional evening and weekend work for community events or meetings. You will also be required to attend all teaching days.

Internal Contacts: These include all team, directorate and council colleagues.

External Contacts: This will include the integrated commissioning board, Lewisham Strategic Partnership members, NHS organisations, other public health teams and organisations.

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

Number of partially managed staff: 0

PERSON SPECIFICATION

Job Title: Public Health Apprentice

Grade: Scale 5

Department: Public Health

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Skills <i>Skills can only be used as shortlisting criteria if the skill is to be tested</i>	
Ability to communicate effectively	S/I
Ability to work as part of a team	S/I
Ability and willingness to follow instruction and learn new tasks	S/I
IT skills and ability to learn new systems	S
Ability to adapt successfully to change	S/I
Excellent time management skills	S/I
Ability to maintain confidentiality	S
General Education	
Ability to meet the course entry requirements: - Level 2 or equivalent English and Maths qualifications, Grade 4 (C) or above - And able to demonstrate capacity to study at degree level by either achieving a minimum of 96 UCAS tariff points to include at least 2 'A' levels or demonstrable equivalent education or work experience	S/I
Personal Qualities	
Interest and motivation to work and obtain Apprentice Public Health Practitioner qualification	S/I
Special requirements of the post	
Meet Lewisham Apprenticeship eligibility criteria: - Lewisham resident or - Lewisham care leaver or - Lewisham school leaver in the last 12 months	

Physical Generally candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required **Basic** ☐ **Standard** ☒ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)