

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Public Health Officer	Grade:	PO3
Reports to (Designation):	Public Health Strategist	Grade:	NHS 8A/PO8
Directorate:	Community Services	Section:	Public Health

Main Purpose of the job:

This post will undertake a range of duties to support the development and delivery of a range of public health interventions and guidance as part of the Whole Systems Approach to Obesity, Cardiovascular Disease (CVD) Prevention and Food Justice programmes. This will include co-ordination of the Universal Vitamin D Scheme, promotion of the Healthy Start Programme, support for the implementation of the Food Justice Action Plan and the Good Food Lewisham programme and delivery of training for those working and volunteering in Lewisham, using evidence based and innovative approaches.

Summary of Responsibilities and Personal Duties:

- Working closely with the Public Health Strategist on supporting the development and implementation of local policies and guidance on; maternal, childhood and adult nutrition, physical activity, food justice and CVD prevention
- Manage and oversee the delivery of the Healthy Start initiative including Lewisham's universal vitamin D scheme, working in partnership with Lewisham Place-based ICS Team, local pharmacies, Family Hubs, Children's Centres and with Midwifery and Health Visiting services to increase uptake. Oversee and coordinate the work of staff involved in the project.
- Lead on delivery of key priority areas identified by the Food Justice Programme Manager and the Good Food Lewisham Partnership. and implementation of actions and disseminate information with stakeholders.
- Develop strategies to engage a wide range of partner organisations to plan, develop, implement and evaluate targeted nutrition intervention programmes to improve nutrition and health, including tackling food injustice.
- To apply specialist knowledge on nutrition to support delivery of local initiatives such as; Healthy Schools, Healthy Early Years schemes and the Healthier Catering Commitment Award Scheme.
- Provide support to commissioned services on menu planning.
- Support the evaluation of initiatives relating to CVD prevention, Whole Systems Obesity or Food Justice, in partnership with other stakeholders.
- Communicate with stakeholders through websites, newsletters and e-mail updates.
- Produce high quality accurate, informative and timely performance reports, briefing notes, presentations and other materials to meet departmental, corporate, partnership and government requirements.

- Maintain a comprehensive awareness of national and local Public Health developments including legislation, policy, best practice and NICE guidance
- Undertake any other tasks required which help with the development of the service.
- The post holder will be expected to cope with multiple and changing demands and meet tight deadlines.
- Supervise Work placement staff or students as appropriate.

Internal Contacts: These include;

Public Health colleagues, Public Health Commissioners, Children and Young People's Commissioners;; the Education and Early Years teams; Early Help and Social Care teams, the Communications team; ; Library staff; Community connections team, Social Care staff

External Contacts:

These will be wide ranging and will include: Family Hub and Children Centre managers; Health Visiting and School Nursing service managers; Community Nursing Managers; Head Teachers; Youth Organisations; Lewisham Local and other voluntary and community sector organisations; GPs, Pharmacists;, Lewisham and Greenwich Health Trust Managers & Front Line staff;

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the organisation's Annual Appraisal Scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

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.

PERSON SPECIFICATION

JOB TITLE: Public Health Officer **POST NO:** SO

DEPARTMENT: Community Services **GRADE:**

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.

If you are a disabled person but 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.

Equal Opportunities

- Commitment to implement the Council's Equal Opportunities policies.
- Awareness of Equal Opportunities issues.

S1

Knowledge

- Excellent knowledge of nutrition underpinned by theory, experience and professional qualification. **S2**
- Excellent understanding of current government policy on obesity, nutrition and CVD prevention **S3**
- Up to date working knowledge of local government, NHS and voluntary sector service provisions. **S4**
- Knowledge of learning and development strategies and interventions **S5**
- Knowledge of the use of IT and information management. **S6**

Aptitude

- Able to prioritise work, and work well against a background of change and uncertainty
- Ability to design, develop and interpret policies
- Ability to respond appropriately in unplanned and unforeseen circumstances
- Ability to concentrate for long periods (e.g. analyses, media presentations)

Skills

- High level of creativity and innovation
- Excellent training and mentoring skills
- Good project management skills
- Effective interpersonal, motivational and influencing skills
- Excellent presentational skills (oral and written)
- Excellent negotiation skills with a practical expectation of what can be achieved
- Good level of ICT skills

Experience

- Experience of working in a Public Health Setting **S7**
- Experience of delivering public health training **S8**

General Education

- Excellent levels of literacy and numeracy **S9**
- Degree or the equivalent **S10**
- Recognised qualification in nutrition (as determined by Association for Nutrition) or by relevant experience **S11**
- Modules or courses in public health and/or health promotion **S12**

Personal Qualities

- Self-motivated, pro-active, and innovative
- High standards of professional probity
- Strong commitment to public health principles

Circumstances

- Must be willing and able to travel regularly within the Borough of Lewisham **S13**

DBS Disclosure Required?**No**☐**Basic**☐**Enhanced**☒**Physical**

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

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