Role Profile

Job Title:	**Public Health Apprentice**
Location:	**Colindale**
Department:	**Public Health**
Directorate:	**Communities, Adults and health**
Grade:	**Apprentice Level 6**
Type of Working:	**Hybrid working**
Reports to:	**Public Health Strategist or Public Health Officer, depending on team allocation**

1. Job Purpose:

The post holder will work within Barnet Public Health, supporting the delivery of programmes and projects that improve health and wellbeing, reduce health inequalities and protect the health of local residents.

Working under the supervision of experienced public health professionals, the apprentice will contribute to a range of public health activities including research, needs assessment, community engagement, partnership working, programme delivery, service improvement, evaluation and communications.

The post holder will gain practical experience across the three domains of public health practice, developing the knowledge, skills and behaviours required to become a Public Health Practitioner while undertaking a Level 6 Public Health Degree Apprenticeship.
The apprentice will support the work of their allocated team whilst also having opportunities to contribute to wider Public Health priorities and projects across the service.

Background to the team

Barnet Public Health works with residents, communities, the NHS, voluntary sector organisations and council services to improve population health, prevent ill health and reduce health inequalities.

The service delivers a broad range of programmes across health improvement, healthcare public health and health protection. This includes areas such as healthy ageing, dementia, cardiovascular disease prevention, healthy weight, physical activity, NHS Health Checks, health protection, immunisation and screening programmes, mental wellbeing, migrant health, health in all policies and wider determinants of health.

Two Public Health Apprentice posts are available. One post will be primarily based within the Live Well, Age Well and Health Protection Team, and the other within the Healthy

Communities Team. Both apprentices will work as part of the wider Public Health service and will have opportunities to gain experience across a range of public health priorities

This is a three-year fixed-term position for someone undertaking a Level 6 Public Health Practitioner Degree Apprenticeship. The apprentice will combine workplace learning with a structured programme of academic study leading to a BSc in Public Health. The training provider is to be confirmed.

Role specific responsibilities:

The apprentice will:

- Support the planning, delivery and evaluation of public health programmes and projects.
- Assist with the collection, analysis and interpretation of information, data and evidence.
- Support engagement and partnership working with residents, communities and partner organisations.
- Contribute to project management activities, meetings, reports and presentations.
- Assist with communications, campaigns, events and health promotion activities.
- Develop an understanding of population health, health inequalities and the wider determinants of health.
- Maintain and develop their apprenticeship portfolio and participate fully in learning and development activities.
- Contribute to wider Public Health priorities and corporate initiatives as required.

2. Key accountabilities:

Supporting the delivery of projects and programmes of work that contribute to:

- Directorate strategic priorities
- Council Corporate Plan
- The Barnet Joint Health and Wellbeing Strategy

3. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and others' safety, health and wellbeing

4. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Minimum GCSE English and Maths passes	Essential	Application
Experience & Knowledge		
IT Skills: Analyse data and produce reports	Essential	Application/Interview
Project Management: Manage a health project on time	Essential	Application/Interview
Ability to develop understanding of public health priorities/conditions described in the job description	Desirable	Application/Interview
Skill & Ability		
Communication		
Present complex information to different audiences	Desirable	Application/Interview
Communicate clearly and build positive working relationships with colleagues and stakeholders	Essential	Application/Interview
Use a range of communication styles to influence the decisions and support project delivery	Desirable	Application/Interview
Write and contribute to reports which will be used by others in the development of policies and services to meet the organisation's priorities.	Essential	Application/Interview
Project Management		
Understanding of the day-to-day aspects of the project to ensure key stakeholders are engaged to deliver tasks	Essential	Application/Interview
Able to describe what a progress update report may look like	Essential	Application/Interview
Ability to learn to manage projects and programmes, including the analysis of data to produce meaningful reports around project delivery	Desirable	Application/Interview
Team working		
Ability to support colleagues by maintaining documentation and following standard procedures	Essential	Application/Interview

Able to arrange meetings with colleagues to plan objectives and work commitments	Essential	Application/Interview
Setting direction		
Establish partnerships internally with the Council teams and with external organisations to develop plans to support the public health delivery	Essential	Application/Interview
Positive attitude towards continuous improvement and openness to change	Essential	Application/Interview
Managing performance		
Understand performance standards and support monitoring of outcomes	Essential	Application/Interview
Willingness to learn how performance indicators are used to improve performance/outcomes	Essential	Application/Interview
Commitment to own personal development and learning	Essential	Application/Interview
Striving for excellence		
Manages time and prioritises tasks efficiently	Essential	Application/Interview
Analyse and identify issues/problems and seek support to find solutions	Essential	Application/Interview
Cross Barnet Working		
Where relevant participate in networks and forums to represent public health	Desirable	Application/Interview
Willingness to learn the roles and functions of the organisation, and the links between service areas	Desirable	Application/Interview
External Partnership Working		
Willingness to learn national and local influences on the organisation and their implications for the future delivery of services.	Desirable	Application/Interview
Values & Behaviours		
Caring		
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview

Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview