

## Role Profile

<b>Job Title:</b>	<b>Public Health Officer</b>
<b>Location:</b>	<b>Colindale, NW9 4EW</b>
<b>Department:</b>	<b>Public Health</b>
<b>Directorate:</b>	<b>Communities, Adults and Health</b>
<b>Grade:</b>	<b>I</b>
<b>Type of Working:</b>	<b>Hybrid working</b>
<b>Reports to:</b>	<b>Senior Public Health Strategist</b>

### 1. Job Purpose:

**This is fixed term post for one year, covering maternity leave and is open to internal candidates as a secondment opportunity.**

The post holder will provide project support to the Health Protection portfolio within the Live Well, Age Well team. They will work closely with the Senior Public Health Strategist to support the delivery of Health Protection projects and priorities. Key areas of focus include:

- Supporting the delivery of immunisation programmes
- Contributing to climate change and health priorities
- Assisting with outbreak and incident response
- Supporting work on cancer screening programmes

The post holder will collaborate and build positive relationships with various council departments and external partners to help achieve Barnet Council's Corporate Plan, the Joint Health and Wellbeing Strategy, and other relevant initiatives. This position involves working closely alongside colleagues from the NHS, UK Health Security Agency, Integrated Care Services (ICS), Voluntary Care Services (VCS), and council partners, all with the aim of enhancing, supporting, and safeguarding the health and wellbeing of Barnet residents while striving to reduce health inequalities.

#### Role specific responsibilities:

- Support the Barnet Health Protection Forum by organising regular meetings, maintaining accurate documentation, tracking and following up on actions, and liaising with members to ensure effective coordination and governance.
- Contribute to the implementation of the Barnet Immunisation Strategy and Action Plan, supporting work to improve uptake, address inequalities, and strengthen delivery of routine and targeted immunisation programmes.
- Provide operational oversight for cancer screening projects and programmes, including project management support to the Barnet Cancer Screening Steering Group and coordination of monitoring, reporting and delivery activities.

- Support the council's response to health protection incidents, assisting with incident coordination, information management, and operational actions in line with relevant plans and guidance.
- Assist with the planning, development and evaluation of projects within the climate change and health portfolio, contributing to evidence gathering, stakeholder engagement and delivery of agreed work programmes.
- Draft and support the development of health protection communications, including briefings, public messages, internal updates and partner communications.

## 2. Key accountabilities:

Supporting project and programmes of work in support of:

- Council Corporate Plan
- The Joint and Wellbeing Strategy
- Barnet immunisation Strategy and Action Plan

## 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 other's 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:

Caring / Learning to Improve / Inclusive / Collaboration

## 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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<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Master level qualification in public health or equivalent with relevant experience	Essential	Application
<b>Experience &amp; Knowledge</b>		
Demonstrated experience working in public health or a closely related field	Essential	Application/Interview
Experience in managing projects or programmes, including planning, coordination, monitoring and delivery.	Essential	Application/Interview
Experience working within a Health Protection project, programme or function	Desirable	Application/Interview
Strong understanding of core health protection functions, including surveillance, prevention, control of communicable diseases, and response to environmental or public health incidents.	Essential	Application/Interview
Understanding of the roles, responsibilities and operating context of local authorities, NHS organisations, voluntary, community and faith sector partners, and wider system stakeholders involved in public health delivery.	Essential	Application/Interview
<b>Skill &amp; Ability</b>		

Ability to use a range of communication approaches, written, verbal and visual – to influence decisions, support evidence-based practice and guide actions.	Essential	Application/Interview
Strong interpersonal, engagement and relationship building skills	Essential	Application/Interview
Communicate complex public health information to non-specialist audiences clearly and effectively	Essential	Application/Interview
Prepare and support the production of reports (e.g. options appraisals, business cases, project reports) to support strategic priorities.	Essential	Application/Interview
Apply project management skills to monitor progress, engage stakeholders and ensure quality outcomes.	Essential	Application/Interview
Use performance indicators and data analysis to improve service delivery and inform decision making	Essential	Application/Interview
Manage and deliver multi agency public health projects independently and to deadline	Essential	Application/Interview
Support the evaluation of services and programmes to assess outcomes and inform quality improvement	Essential	Application/Interview
Ability to work to short deadlines while maintaining high-quality outputs	Essential	Application/Interview
Excellent attention to detail, ensuring accuracy and consistency in all work	Essential	Application/Interview
Interpret and apply national public health guidance in local contexts	Essential	Application/Interview
Promote equality, diversity and inclusion in all aspects of public health practice.	Essential	Application/Interview
Ensure compliance with data protection, confidentiality and information governance standards	Essential	Application/Interview
Demonstrate commitment to continuous professional development and responsiveness to change	Essential	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		

Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
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
<b>Inclusive</b>		
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
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		
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
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview