

EMPLOYMENT COMMITTEE

THURSDAY 28 AUGUST 2014
2.00 PM

Forli Room - Town Hall

AGENDA

Page No

1. **Apologies for Absence**
2. **Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council.

3. **Exclusion of Press and Public**
4. **Proposed Job Description of Consultant in Public Health / Consultant in Public Health Medicine, Determination of Salary and Appointment of Post** 3 - 22
5. **Interviews for the Position of Consultant in Public Health / Consultant in Public Health Medicine** 23 - 24



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Philippa Turvey on 01733 452460 as soon as possible.

Committee Members:

Councillors: M Nadeem (Chairman), J Holdich (Vice Chairman), W Fitzgerald, M Cereste, N Khan, C W Swift, N Sandford and D Lamb

Substitutes: Councillors: P Thacker, N Shabbir, J Okonkowski and Davidson

Further information about this meeting can be obtained from Philippa Turvey on telephone 01733 452460 or by email – philippa.turvey@peterborough.gov.uk

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EMPLOYMENT COMMITTEE	ITEM 4
28 August 2014	PUBLIC REPORT This report contains an exempt Appendix, not for publication by virtue of Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972.

Contact Officer	Jana Burton, Executive Director Adult Social Care and Health and Wellbeing	Tel: (01733) 452409
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PROPOSED JOB DESCRIPTION: CONSULTANT IN PUBLIC HEALTH/CONSULTANT IN PUBLIC HEALTH MEDICINE, DETERMINATION OF SALARY AND APPOINTMENT TO POST

RECOMMENDATIONS
From: Executive Director Adult Social Care and Health and Wellbeing
<p>Employment Committee is recommended to:</p> <ol style="list-style-type: none"> (1) Agree the proposed job description and person specification for the post of Consultant in Public Health/Consultant in Public Health Medicine (Consultant) as set out in Appendix 1; (2) Interview and appoint, if appropriate, to this role. (3) Adopt NHS Terms and Conditions for this role for the reasons set out in Section 5 of the report; (4) Determine the appropriate salary for this post having regard to the factors set out in Section 6 of the report.

1.0 ORIGIN OF REPORT

- 1.1 This report follows the senior management restructure paper submitted to Employment Committee on 11th October 2013, by the Chief Executive regarding the new Senior Management structure at Peterborough City Council. The restructure paper included the proposal to create an Adult Social Care and Health and Wellbeing Directorate, and to amalgamate Public Health and Adult Social Care Services in to one directorate.
- 1.2 In combining the Adult Social Care and Public Health functions this created an opportunity to bring together the domains of Public Health, Health Improvement and Health Protection, with Adult Social Care, and to recognise the strong Public Health contribution to Adult Social Care outcomes. These posts are crucial because they carry health protection responsibilities for all our citizens in areas such as communicable disease outbreaks, infection control, immunisation and screening.

- 1.3 Following the appointment to the post of Executive Director of Adult Social Care and Health and Wellbeing it is essential for the delivery of the Council's Public Health agenda that we recruit to the Consultants posts (1.5 F.T.E)
- 1.4 As the Health and Social Care Act 2013 sets out the responsibility for the appointment to the post of Consultants is shared jointly with the Secretary of State, acting through Public Health England. It should be noted that there is a level of independent scrutiny. Such scrutiny needs to be applied to both the approval of the job description and, going forward, to the recruitment process (including assessment of any potential candidate's skills, knowledge and experience to undertake the role).
- 1.5 The recruitment process required the agreement of Public Health England to the advert. It was agreed by Public Health England that Peterborough could market the job, enabling recruitment to go ahead as 'competitive'. Therefore the job has been advertised without quoting a pay band.
- 1.6 The reference to Consultant in this Committee Report is to a medically qualified Consultant with medical/clinical responsibilities. Both the Director of Public Health and Consultant roles are statutory functions.

2.0 PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to provide the Employment Committee with the opportunity to ensure that the post of Consultant has a job description, which accurately reflects the work undertaken and the standards expected of the post holder, and to ensure that the post is properly recruited to.
- 2.2 This report is for the Committee to consider under its Terms of reference:
- 2.3 No. 2.3.1.1 'to appoint Directors and Heads of Service, and determine terms and conditions of employment.
- 2.4 No. 2.3.1.5 'to consider, and recommend appropriate actions where necessary in response to executive proposals relating to: (a) changes within a Department's/Division's structure which involve substantial changes in the responsibilities of first and second tier posts.
- 2.5 No. 2.3.1.6 'To promote and pursue a policy of equal opportunities in employment'.

3.0 TIMESCALE

Is this a Major Policy item/Statutory Plan?	No	If Yes, date for relevant Cabinet Meeting	N/A
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4.0 JOB DESCRIPTION

4.1 Process for Creating Job Descriptions

- 4.2 The job description for the post of Consultant was written by the Executive Director Adult Social Care, Health and Wellbeing, working in conjunction with Public Health England, and supported by the Human Resources team.
- 4.3 The Faculty of Public Health template job description was used to write the job description which is recommended by Public Health England and the Faculty of Public Health. This means that the job description differs from the standard Council job description template. The faculty of Public Health require the contents of the job description to comply with the key competencies and accountabilities for Consultant level posts nationally. Inclusion of the key competencies and accountabilities ensures that the strict standards required to obtain approval from Public Health England and the Faculty of Public Health are satisfied. In addition the job description describes the specific requirements of the role in the Council.
- 4.4 The job description has been reviewed and approved by Dr. Rashmi Shukla, CBE, Regional Director Midland and East at Public Health England. Acting on behalf of the Secretary of State, Dr. Shukla has provided assurance that the job description covers all necessary areas of professional and technical competence, in compliance with the Health and Social Care Act 2013.
- 4.5 In addition, the job description has been reviewed and approved by the Chief Executive and shared with the relevant portfolio holder, in accordance with Part 3 Section 2.3.3.11 of the Constitution, before being submitted for approval to Employment Committee.
- 4.6 Please refer to **Appendix 1** for the draft job description for the Consultant post.
- 4.7 The Job description in Appendix 1 will not be finalised until it is agreed by the Employment Committee, and any suggested changes are implemented. However, should Employment Committee request any changes to the job description, then the job description will need to be reviewed by Public Health England and the Faculty of Public Health. The candidates will also have to be notified of any change to the advertised post and job description and they will form a view as to whether this will impact their decision to continue with their application. In order to take forward the extensive Public Health agenda, it was recognized that we needed to go out to advert urgently to fill the posts, and to gain Employment Committee agreement to the proposed job description and person specification at the selection and appointment stage.
- 4.8 The job description for the Consultant role outlines that the candidate needs to be trained and experienced in all areas of Public Health practice and registered as a Public Health Specialist with the General Medical Council (GMC) or another appropriate regulatory body and accountable to them for their professional practice including ethical standards.
- 4.9 Consultants are required to have a broad understanding of all the factors that contribute to health, including the structure of healthcare systems and services, current government policy and how to interpret data effectively. They need to be skilled at evaluating evidence to devise and implement strategies for improving and protecting health, and health services. They must be able to work on multiple projects at the same time, and be able to respond to emergencies.

5.0 Terms and Conditions

- 5.1 Local authorities across the country are experiencing significant difficulties in recruiting to senior public health roles. The reason for this appears to be two-fold. First there is only a small pool of prospective candidates for these roles and frequently local authorities are

competing with each other for these candidates. Secondly NHS terms and conditions are more favourable than those in local government which relate to pay, sick pay, annual leave and the NHS pension scheme. The terms and conditions also include an on-call allowance as consultants are required to be on-call.

- 5.2 The Local Government Association (LGA) is aware of these difficulties and has issued guidance to local authorities on how to address these issues. The guidance advises local authorities to recruit to these roles on NHS terms and conditions because the prospective candidates will already be employed on NHS consultant terms and conditions and will be reluctant to move to new favourable terms and conditions in the Council. It is also self-evident that the majority of public health staff are employed in the NHS so there is not a pool of candidates in local authorities from which this Council can draw candidates.
- 5.3 It is recommended that the Council adopts the LGA's guidance which follows the route taken by many other Councils in the recent past to ensure that the Council can recruit to this critical post.

6.0 PAY

- 6.1 The LGA advice on pay is different to that on terms and conditions. The advice is that the posts should be graded in accordance with the Councils pay policy. The reason for this difference is to ensure that the pay element of the job accords with the Councils pay policy to avoid potential equal pay claims from other employees in the Council. The next series of paragraphs therefore sets out a methodology in accordance with the Councils pay policy for committee to follow in setting the pay for this role.
- 6.2 Employment Committee has already determined pay grades and salaries for senior managers at its meeting on 11th October 2013. The consultant role falls within this determination and so this role has been evaluated and placed within a pay band as set out below.

Post Title	Hay Point Score	Pay Band	Median +10%	50 th Percentile (Median)	Median -10%
Consultant in Public Health/Consultant in Public Health Medicine	677	Pay Band 7	£65,137	£59,215	£53,294

From Senior Management pay scale **Appendix 2**

- 6.3 The usual practice of Employment Committee is to decide where to position the salary for this role which in this case would be between £53,294 to £65,137. The Director has taken advice from the Councils HR Department and from the recruitment consultants acting for the Council about the competitiveness of the pay in this pay band in the current market. She has then advised that there are two factors in the 'market' which have a bearing on the salary for this post. First there is the NHS 'market' and the pay offered to equivalent consultants in the NHS and secondly the 'market' in local authorities who have been recruiting to these posts and the salaries those authorities have been setting. The evidence produced from examining

these two markets is the pay scale in Band 7 is, in some cases, considerably below what the market is paying.

- 6.4 In these circumstances the LGA advises Councils to consider paying a market supplement to address this discrepancy. Evidence of the two 'markets' are set out in **Appendix 3** (exempt) which show the recent pay awards from other local authorities for this role as well as the equivalent pay range that candidates will be paid in the NHS.
- 6.5 The Council's policies allow market supplements to be paid, provided there is proper evidence to support this. In addition if there is sufficient evidence and a market supplement is paid based on that evidence, then the Council will be able to defend any equal pay claims which may arise.
- 6.6 Committee is therefore asked to consider the above and to award a salary based on the pay band awarded to this role through a proper evaluation process and decide whether a market supplement should be paid.

7.0 CONSULTATION

- 7.1 The Consultant posts are vacant within the Adult Social Care and Health and Wellbeing Directorate. They are important and necessary posts and therefore the Authority needs to ensure that the recruitment takes place to provide permanent incumbents, who can fulfil the requirements of the role. One of the posts is currently filled on an interim basis.
- 7.2 Consultation is not required in relation to recruitment to this post however, the Chief Executive undertook consultation with Trade Unions and affected staff regarding the Senior Management restructure. Such consultation included the creation of the Adult Social Care and Health and Wellbeing Directorate, and the location of the post of Consultant within this Directorate.

8.0 ANTICIPATED OUTCOMES

- 8.1 The Council will have a detailed job description in place for the post of Consultant. This clearly defines the scope of the role and the associated responsibilities, as well as the knowledge, skills and experience required on the part of the post holder to successfully perform in the role.
- 8.2 The Council can be reassured that the job description for the Consultant post meets the rigorous requirements of the Health and Social Care Act 2013 and has been approved by Public Health England on behalf of the Secretary of State.
- 8.3 A robust assessment centre has been developed. This includes a Written Exercise, Technical Interview, and Panel Interview to test the prospective candidate's knowledge, skills and competence against the requirements of the role.
- 8.4 That the Employment Committee will interview, and if there is a suitable candidate appoint to the post of Consultant, and in doing so secures the leadership required to deliver the Adult Social Care and Health and Wellbeing objectives, particularly in relation to Public Health.
- 8.5 That the Employment Committee will determine the Pay Level in Band 7 and when actual candidate Terms and Conditions verified with the candidate, agree the final salary.

9.0 REASONS FOR RECOMMENDATIONS

- 9.1 These proposed changes are to ensure the Council operates within frameworks that are lawful, best practice, transparent and consistent.

10.0 ALTERNATIVE OPTIONS CONSIDERED

- 10.1 Consideration was given as to a joint Consultant post, and discussions took place with neighbouring Authorities. However, after considerable discussion this was not deemed feasible. The need to deliver the demanding agenda on Public Health meant that neighbouring Authorities were not willing to share their Consultant role.

11.0 IMPLICATIONS

11.1 Finance

- 11.2 The budget for this post, including on-cost is £102,200. If the appointment to the post is made at Pay Band 7 median + 10%, the full year cost including on-cost would be £83,226, which would be £18,974 less than budget available. This balance will be available to substantially meet the potential shortfall in the current resources available for the DPH appointment.

11.3 Legal

- 11.4 As outlined in this report, it was deemed necessary to have Consultant/Medical knowledge and this requirement was reflected in the job Description and person specification.
- 11.5 Due to evidence gathered through the benchmarking information, it is unlikely that this authority would be able to recruit a Consultant on Local Government Terms and Conditions. By referring to job advertisements and keeping an audit trail of the evidence obtained, according to the LGA guidance, this should provide a defence to any potential equal pay claims.

12.0 BACKGROUND DOCUMENTS

- 12.1 Used to prepare the report, in accordance with the Local Government (Access to Information) Act 1985.
- 12.2 Public Health England “Consultants in Local Government and Higher Education Institutions – Guidance on appointing Consultants in Public Health”.
- 12.3 Local Government Association in conjunction with Public Health England, Faculty of Public Health, and the Association of Directors of Public Health – “Public Health in the 21st Century: Organising and managing multidisciplinary teams in a local government context”.
- 12.4 NHS Terms and Conditions – “Consultant Terms and Conditions pre-2003”. Consultant Terms and Conditions 2003”. “Pay and Conditions Circular (M & D) 2/2014 – This pay & Conditions circular informs employers of the pay arrangements for staff covered by the national medical and dental terms and conditions of service, which apply between 1 April 2014 and 31 March 2015 only”. “Agenda for Change Terms and Conditions”.

APPENDICES

- 1 – Consultant Job Description.
- 2 – Senior Management Pay Scales.
- 3 – Benchmarking Information.

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CONSULTANT IN PUBLIC HEALTH/ CONSULTANT IN PUBLIC HEALTH MEDICINE

Employing organisation:	Peterborough City Council
Title:	Consultant in Public Health/Consultant in Public Health Medicine (Full Time/Part Time/Job Share)
Accountable to:	The postholder will be dually accountable: <ul style="list-style-type: none">○ professionally to the Chief Executive of Peterborough City Council○ managerially to the Director of Public Health

Appointment

Peterborough City Council has an establishment of 1.5wte CPH/CPHM. This post is available on either a full or part time basis to achieve a total of 1.5wte in combination with other consultant(s). The post will be based at the Town Hall in Peterborough.

1. Job Summary

The post holder will have a senior role in the local health and wellbeing community and make a strategic contribution to the overall public health objectives of improving health and reducing inequalities.

The post holder will be responsible for a number of key Public Health workstreams. The post holder will link with all key agencies and organisations including Clinical Commissioning Groups, Health and Social care providers, Public Health England, NHS England and departments within the Council.

Key areas will include:

- Providing support to the Local Commissioning Groups and Peterborough and Cambridgeshire CCG as part of the Local Authority Healthcare Public Health Advice Service
- Working closely with the Public Health team and Director of Public Health to support development of commissioning priorities for the public health programmes
- Providing public health leadership and skills working with colleagues in the Council, Health and Social care community and other key partners to improve health and reduce health inequalities
- Taking part in an out of hours public health on call rota

The post holder will have:

- A robust understanding of public health principles
- A sound understanding of Local Government, NHS and partnership working
- The ability to set and deliver against clear objectives
- The ability to scope projects, meet targets and deadlines
- The ability to lead and achieve change

The post holder:

- 1.1 will have responsibility for development, implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated Board or organisational authority to deliver key public health targets

- 1.2 will provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and developing high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations, etc
- 1.3 Will have responsibility for key objectives of the Health and Wellbeing Strategy and the Public Health Workplan, as delegated by the Director of Public Health
- 1.4 Will have responsibility for leading the independent scrutiny and challenge role regarding health protection services (communicable diseases, vaccination & immunization, screening programmes, emergency planning)
- 1.5 Will work with specialist analyst colleagues to develop and utilise information and intelligence systems to underpin public health action across disciplines and organisations, leading collation and interpretation of relevant data
- 1.6 Will contribute to the training of Specialty Registrars in Public Health attached to the department.
- 1.7 Will commission research projects/audits, undertake research or audit as appropriate and translate research findings into public health practice

2. The employing organisation

Peterborough City Council is a unitary authority serving a thriving city, a regional centre for commerce, industry, transport and leisure. It is rapidly expanding to meet the demand for new houses, and is home to a community of diverse cultures. The population of 183,600 (2011 census) has been growing faster than other areas in the East of England and a high rate of growth is expected to continue. The council and CCG face a range of public health challenges as reflected in the public health outcomes framework indicators (available at: www.phoutcomes.info) and Local Health Profiles (<http://www.apho.org.uk/resource/view.aspx?RID=116449>).

The Clinical Commissioning Group covers Peterborough and Cambridgeshire. The demographics and public health challenges facing Cambridgeshire differ from those affecting Peterborough and the council works closely with the relevant local commissioning groups (Borderline and Peterborough) to ensure that the needs of the Peterborough population are recognised and reflected in commissioning plans.

3. Department of Public Health

The Department of Public Health is within the Directorate of Adult Social Care and Health and Wellbeing. Priorities are set for service delivery which focus on delivering evidence-based outcomes, working collaboratively across the Children's Services, Adult Social Care and Health and Wellbeing, and Communities Directorates. A particular focus is on developing and embedding preventative approaches to tackling inequalities through innovation and collaboration, supporting the principles of the Peterborough Single Delivery Plan. Commissioning and delivery of health improvement programmes is through the Communities Directorate, with which the PH Department works closely.

3.1 Current staffing

The Department has a Director of Public Health (0.6 fte) supported by 1.5 fte consultants in Public Health/Public Health Medicine. There are 2 fte public health analysts (advanced) and 1.5 fte public health analysts. These posts are currently out to recruitment.

3.2 IT, secretarial support and other internal resources

The Department has full secretarial and IT support, to which the post holder will have access.

3.3 Training and CPD arrangements

The Department is working towards accreditation as a training location for Public Health Specialty Registrars.

4. Management arrangements

The post holder will be professionally accountable to the employing authority and managerially accountable to the employing authority via the Director of Public Health. Professional appraisal will be required. An initial job plan will be agreed with the successful candidate prior to the individual taking up the post. The job plan will be reviewed as part of the annual job planning process.

The post holder:

4.3 will be expected to take part in on call arrangements for communicable disease control/health protection as appropriate depending on local arrangements

4.4 will be expected to deputise for the Director/Head of Department as required

4.5 will contribute to the training of any Specialty Registrars in Public Health who may be attached to the Department.

5. Professional obligations

The post holder will be expected to:

- Participate in the organisation's staff appraisal scheme and departmental audit
- Contribute actively to the training programme for Foundation Year Doctors/ Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality
- Pursue a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate.
- Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health's Good Public Health Practice.

These professional obligations will be reflected in the job plan. The post-holder may also have external professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the line manager.

6. Personal Qualities

In general the post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, political awareness, negotiation and motivation skills and flexibility are required. The post holder will deal with complex public health issues, advise the health and wellbeing board and make recommendations regarding services, patient care and wider determinants of health. A high level of tact, diplomacy and leadership is required and an ability to understand other cultures, advise, challenge and advocate to enable effective working across organisational boundaries and influencing without direct authority. The post holder must have the ability to work well with people from a range of backgrounds and organisations, including clinicians within all service settings, and local authority elected members and officers.

7. Key tasks

The post includes tasks requiring a high level of competency across all the areas of Public Health practice set out below.

The job description will be subject to review in consultation with the post holder in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

CORE COMPETENCY AREAS

Surveillance and assessment of the population's health and well-being

- To ensure the proper design, development and utilisation of information and intelligence systems to underpin public health improvement and action for the population across disciplines and organisations.
- To receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the Local Authority, NHS and voluntary organisations.
- To ensure the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment and the identification of areas for action within the local population.
- To write and/or contribute to national and local policy forming reports on the health of the population of Peterborough.

Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services

- To provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning and to develop high quality equitable services, across primary, secondary and social care, and across sectors including local authorities, voluntary organisations and others, in potentially contentious and hostile environments where barriers to acceptance may exist.
- To be responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
- To provide expert advice to support evidence based commissioning, prioritisation of services for the population (and in some circumstances for the individual) in order to maximise opportunities for health.

Policy and strategy development and implementation

- To lead on behalf of Peterborough City Council on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated authority to deliver key public health targets.
- To act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board or equivalent level.
- To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.
- To ensure proper linkages between the health agenda and strategies related to the wider determinants including for example, community safety, the environment and sustainability.

Leadership and collaborative working for health

- To take the lead role on behalf of Peterborough City Council in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors and by taking lead responsibility with a defined local authority. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.
- To work with primary care professionals and community staff to raise awareness of their public health role.
- To lead on the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets.

- To influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.

DEFINED COMPETENCY AREAS

Health Improvement

- To be responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas.
- To take a leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
- To provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

Health Protection

- To take responsibility for safeguarding the health of the population in relation to communicable disease, infection control and environmental health, including delivery of immunisation targets.
- To take part in local arrangements and contributing to the on call rota for the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection agreements.
- To communicate effectively and diplomatically with a wide audience including the media and the public to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents, immunisation and screening.

Service Improvement

- To provide expert advice to support evidence based commissioning, prioritisation of health and social care services for the population (and in some circumstances provide highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health.
- To be responsible for implementation of NICE and National Service Frameworks or equivalent national standards, guidance and frameworks.
- To lead the developments of clinical networks, clinical governance and audit.
- To review evidence and provide highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients.

Public Health Intelligence

- To analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
- To compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.
- To present, analyse and communicate knowledge in a way that appeals to diverse groups, influences decision-making and supports community engagement.
- To be responsible for the identification and implementation of appropriate health outcome measures, care pathways, protocols and guidelines for service delivery across patient pathways for the local population.
- To work with the information and intelligence are of Public Health England and other organisations to strengthen local, regional and national public health intelligence and information capacity.

Academic Public Health/ Research and Development

- To undertake and commission literature reviews, evaluative research surveys, audits and other research as required to inform equitable service and reduce health inequalities. This may involve taking the lead on R&D public health and related activities.
- To develop links with local universities to ensure the work of the organisation is based on a sound research and evidence base.
- To develop public health capacity through contributing to education and training and development within the Directorate, and within the wider public facing workforce.

Medically qualified members of the public health team are expected to play certain roles in medical leadership, in relationships with the medical profession and in bringing a medical perspective to public health advice. A medically qualified holder of this post would be expected to share these roles with other medically qualified members of the team.

SPECIMEN PERSON SPECIFICATION

CONSULTANT IN PUBLIC HEALTH /CONSULTANT IN PUBLIC HEALTH MEDICINE

Peterborough City Council

IMPORTANT: This person specification contains changes introduced in amendments made to the NHS (Appointment of Consultants) Regulations for England, Scotland, Northern Ireland and Wales which came into force during 2005.

Education/Qualifications	<i>Essential</i>	<i>Desirable</i>
Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists	X	
If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practice	X	
Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers [see shortlisting notes below for additional guidance]	X	
Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body	X	
MFPH by examination, by exemption or by assessment		X
Personal qualities		
Strong commitment to public health principles	X	
Able to prioritise work, and work well against a background of change and uncertainty	X	
Adaptable to situations, able to handle people of all capabilities and attitudes	X	
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active, and innovative	X	
High standards of professional probity	X	
Experience		
Project management skills	X	
Staff management and training	X	
Practical experience in facilitating change	X	
Budget management skills	X	
Training and mentoring skills		X
Scientific publications, presentation of papers at conferences, seminars etc		X
Skills		
Strategic thinker with proven leadership skills	X	
Excellent oral and written communication skills (including dealing with the media)	X	
Effective interpersonal, motivational and influencing skills	X	
Ability to respond appropriately in unplanned and unforeseen circumstances	X	
Good presentational skills (oral and written)	X	
Sensible negotiator with practical expectation of what can be achieved	X	
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	X	
Computer literate	X	
Ability to design, develop, interpret and implement policies	X	
Ability to concentrate for long periods (e.g. analyses, media presentations)	X	
Resource management skills	X	
Knowledge		
High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	X	
Understanding of NHS and local government cultures, structures and policies	X	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	X	
Understanding of social and political environment	X	
Understanding of interfaces between health and social care	X	

Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) must provide verifiable signed documentary evidence that an application for inclusion on one of these specialist registers is in progress as follows:

1. Applicants in training grades

Public health Specialty Registrars in a recognised UK public health training scheme must provide evidence to confirm that they are within **SIX** months of award of their certificate of completion of training (CCT) and inclusion in the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR for public health specialists at the date of interview (i.e. the expected date of award of their CCT must fall no more than six months after the date of interview). *Please note that from January 2005 in England, May 2005 in Scotland and November 2005 in Northern Ireland and Wales, this period has been extended from the three months required previously.* The documentary evidence should be:

Either a ARCP 6/RITA Form G (Final Record of Satisfactory Progress) **or** a letter from the postgraduate dean (or Faculty Adviser) specifying the expected date for completion of training (which must be not more than six months after the date of interview).

2. Applicants in non training grades

2.1 Doctors (i.e. medical practitioners)

Doctors outside recognised UK public health training schemes fall into a number of categories:

- those who have trained outside the UK, who may have specialist training and qualifications which they are seeking to have recognised by the General Medical Council (GMC) in order to gain registration with the GMC: these doctors may be shortlisted according to the following 2005 guidance from the Department of Health and Scottish Executive which indicates that *There will be some instances (for example when considering applicants trained outside the UK) where an AAC may choose to interview a candidate prior to [GMC] Specialist Register entry. In these circumstances, it will wish to be satisfied that subsequent Specialist Register entry is likely.* **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for shortlisting).**
- those who have not completed specialist training in the UK who are seeking entry to the GMC Specialist Register through the Certificate of Eligibility for Specialist Registration route (formerly Article 14 of the European Specialist Medical Qualifications Order (ESMQO)), which allows the GMC to consider not only training but also relevant experience: these doctors may have trained in or outside of the UK. **Again, employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GMC which is eligible for consideration at the time of application (for shortlisting).**

2.2 Applicants from a background other than medicine

- Other than trainees (see 1 above), applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. **Suitable evidence will be a letter from the UKPHR acknowledging receipt of the portfolio application.**
- Other than trainees (see 1 above), applicants from a background in public health dentistry must be included in the GDC Specialist List in dental public health. However, those who can demonstrate that they have submitted an application for inclusion on the GDC specialist list in public health dentistry may be considered for shortlisting. **Employers should ask the applicant to provide documentary evidence that he/she has submitted an application to the GDC which is eligible for consideration at the time of application (for shortlisting).**

Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.

GENERAL CONDITIONS

Terms and conditions of service

- Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
- Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

On call arrangements

The postholder will be expected to be on call for health protection and public health and to participate in the communicable disease and environmental hazards control and emergency planning arrangements for Peterborough City Council. Suitable training will be provided for those who need it in discussion with Public Health England.

Indemnity

As the postholder will only be indemnified for duties undertaken on behalf of Peterborough City Council, the postholder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of Peterborough City Council and for private activity within Peterborough. For on call duties provided to other organisations as part of cross cover out of hours arrangements Peterborough City Council has confirmed that those organisations will provide indemnity for the postholder. These arrangements may differ across the four countries.

Flexibility

The postholder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

A consultant has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

Should a consultant have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she has a duty of candour and should have a right to speak out and

be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

Data protection

If required to do so, the postholder will obtain, process and/or use information held on a computer or word processor in a fair and lawful way. The postholder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Smoking policy

The employing organisation has a policy that smoking is not allowed in the work place.

Equal opportunities policy

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

APPENDIX 2

SENIOR MANAGEMENT PAY SCALE

PAY BAND	POINT RANGE (HAY)	MEDIAN + 10 %	50 th PERCENTILE (MEDIAN)	MEDIAN -10 %
Pay Band 1	1801 - 2140	£187,000	£170,000	£153,000
Pay Band 2	1508 - 1800	£155,240	£141,127	£127,014
Pay Band 3	1261 - 1507	£126,880	£115,345	£103,811
Pay Band 4	1056 - 1260	£104,500	£95,000	£85,500
Pay Band 5	880 - 1055	£90,135	£81,941	£73,747
Pay Band 6	735 - 879	£77,237	£70,215	£63,194
Pay Band 7	614 - 734	£65,137	£59,215	£53,294

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Director of Public Health

Competitive Salary

As the Director of Public Health, you will act as health champion across the whole of our business and will have lead responsibility for the local authority's public health functions.

With agreement on our strategic wellbeing priorities in place, our new role as leaders for Public Health is pivotal to future success and we are now looking for a Director of Public Health who can carry this determination forward. Professionally accountable to the Chief Executive and managerially to the Executive Director of Adult Social Care and Health and Wellbeing, you will ensure that plans are in place to protect the health of the population, whilst playing a crucial role in ensuring that there are integrated health and wellbeing services across Peterborough.

Trained and experienced in all areas of public health practice and registered as a public health specialist with the GMC or UK Public Health Register, you will be a visionary and inspirational leader and have the leadership skills to take full advantage of this fantastic opportunity to innovate and drive new ways of working to help our communities live longer, healthier lives.

Consultants in Public Health/ Public Health Medicine

Competitive Salary • Full time/part time/job share

Reporting to the Director of Public Health, we are seeking to appoint a total of 1.5 fte consultants in public health/public health medicine.

Providing public health leadership and skills, a key aspect of the role will be to link with key agencies and organisations including Clinical Commissioning Groups, Health and Social care providers, Public Health England, NHS England and departments within the Council. The posts will include 0.8 fte delivering the healthcare public health advice service to the CCG and 0.2 fte leading health protection, with the remaining 0.5 fte covering the wider public health agenda.

The post holders will be registered as public health specialists with the GMC or UK Public Health Register. They will be expected to demonstrate high quality leadership and management skills, to be self-motivated and confident, be able to lead a team effectively and work across a wide range of partners and organisations in a way that ensures public health programmes achieve measurable impact on improving health.

For further details on any of these roles, please visit www.leadingpeterborough.com or contact **Jon Houlihan** on **0121 644 5710**.

MEDIACOM

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