

## Person Specification

### Post of: Assistant Director – Health Protection and Healthy Place

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D - Documents

#### Qualifications, Skills and training

How Assessed - D, I

##### **Essential:**

Degree or significant current demonstrable senior management experience within this field (D)

Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body (D)

##### **Desirable:**

Inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)

A Leadership or Management Qualification (e.g. MBA or Management Charter Initiative Level 4/5) (D)

Master's in Public Health or Degree/Diploma in Environmental Health or Equivalent (D,I)

EHORB Registration (D)

Member of the Faculty of Public Health or Chartered Member of the CIEH

Project Management Qualification.

#### Vision/Strategy & Planning

How Assessed - D, I

##### **Essential:**

Creative and innovative (D, I, T)

Delivery of successful change management programmes across organizational boundaries (D, I)

Enthusiasm for managing and initiating change in response to identified need and to measure outcomes (D, I)

Experience of creating a medium-to long term strategy which supports and shapes the vision and development of the directorate and embedding this in the planning cycle (D, I)

Able to communicate the vision, plans and outcomes to key stakeholders, internally and externally (D, I, T).

A strategic thinker, able to see the bigger picture and grasp the longer-term political impact and wider implications of issues and events (D, I, T)

Sound experience of developing an integrated approach to Public Health and Health Protection (D, I)

Able to demonstrate and motivate organisations to contribute to improving the public's health and wellbeing through mainstream activities and within resources (D, I)

Ability to lead and manage the response successfully in unplanned and unforeseen circumstances

### **Desirable**

Media experience demonstrating delivery of effective health behaviour (D, I)

Analytical skills able to utilize both qualitative (including health economics) and quantitative information (D,I)

Experience of using complex information to explain public health issues to a range of audiences (D,I)

Customer/User Focus	How Assessed - D, I
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### **Essential:**

High personal commitment to customer service and equality of access to services and able to demonstrate effective delivery (D, I).

Skilled in the use of performance standards and monitoring tools to meet users' needs more effectively and deliver on customer expectations (D, I).

Enthusiastic, energetic and resilient with a high level of self-determination to and success in meeting the needs of users (D, I).

High personal commitment to ascertaining the views of service users, to inform assessment and planning, improve service delivery to understand the service user experience of receiving services (D, I).

Leadership	How Assessed - D, I
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### **Essential:**

Ability to provide visible leadership and direction on the vision for Population Health and Health Protection s both internally and externally (D,I).

Able to demonstrate an approach, which fosters and encourages collaborative working and partnerships across a wide range of organisations e.g. Private, Statutory, Voluntary sector, to deliver quality services (D, I).

Open, approachable, facilitative and persuasive (D, I).

Leads by example, inspires confidence and respect (D, I).

Experience of working with and advising members (D, I).

Able to motivate, empower and support individuals and teams to achieve the Council's objectives (D, I).

Confident and willing to challenge the 'status quo' and traditional assumptions (D, I).

Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action (D, I).

Committed to self-development and development of others (D, I).

Performance	How Assessed - D, I
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### **Essential:**

Knowledge of performance management and the Statutory Responsibilities (D, I).

Effective in working under pressure and in managing heavy workloads (D, I).

Experience of strategic planning, target setting, and performance measurement in diverse and complex organisations and other settings (D, I).

Able to evidence a track record of delivering good performance across a complex service area (D, I).

Ability to provide feedback sensitively and constructively to improve performance outcomes (D, I).

Proven record of setting challenging but achievable targets for themselves and others and performing well against those targets (D, I).

Is able to embed and instil performance agenda in front line managers and employees to deliver performance outcomes (D, I).

Accomplished at planning, organising and implementing activities, ensuring that the desired outcomes are met within timescales (D, I).

Sound business/financial management experience with the ability to deal with specific requirements of their area (D, I).

Service Delivery	How Assessed - D, I
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**Essential:**

Evidence of relevant and significant experience in service areas (D, I).

Demonstrates successful outcomes in relation to Public Health (D, I).

Successful and significant achievement at a senior management level in a comparable and complex organisation (D, I).

**Desirable:**

Strong commitment to sustainability and able to evidence its implementation into working practices (D, I).

Specialist skills and abilities	How Assessed - D, I
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**Essential:**

Significant experience of working in a political environment whilst maintaining political neutrality and personal integrity.

Ability to engage proactively and build positive relationships with stakeholders and partners, both internally and externally to support the development of Population Health and Health Protection

Experience of coaching and developing staff, to maximise skills, competencies and capabilities within the organisation.

Performance/resource management processes, identifying trends and ensuring timely corrective action.

Adapting to changing requirements and resource constraints.

Using performance standards and monitoring tools to ensure expected outcomes are met.

Able to influence senior members including directors and CEOs

In depth understanding of the health and care system, health protection agencies and the relationships with both local national government

Commitment to work within a political system irrespective of personal political affiliations

In depth knowledge of methods of developing clinical quality assurance, quality improvement, evaluations and evidence based public health practice

Strong and demonstrable understanding of interfaces between health, social care and key partners (dealing with wider determinants of health)

**Essential:**

Significant experience at senior level in Local Government or Public Health (D, I).

Ability to work with flare, tact and sensitivity in a political environment (D, I).

Knowledge of key policies, legislation and good practice relating to delivery of Public Health (D, I).

Sound knowledge of relevant legislation and able to anticipate and plan for future direction of travel (D, I).

Able to analyse complex data effectively to oversee performance, identify trends and ensure timely corrective action is taken (D, I, T).

Significant experience of monitoring and managing finite budgetary resources to achieve best value, and evidence of accountability?

Ability to develop and deliver medium-to-long-term strategies, supporting performance management and development of staff.

Effective in working under pressure and in managing significant and varied workloads.

Evidence of Designing services in collaboration and commissioning those services collaboratively (D, I).

Creative approach to problem solving combined with analytical skills, which demonstrate sound judgement (D, I, T).

Excellent verbal communication skills with the ability to be sensitive to individuals and groups particularly hard to reach groups (D, I).

Effective influencing and negotiation skills, which result in acceptance, agreement or behaviour change (D, I, T).

Professional business writing skills with the ability to use a variety of styles to successfully deliver clear messages (D, I, T).

Able to adapt successfully to changing requirements, constraints and resources (D, I).

**Desirable:**

Adept at handling the media professionally when representing the Council (D, I).

**Essential:**

Consistently delivering by deadlines and keeping promises.

Takes a team/cross functional approach to delivering outcomes and overcoming problems.

Willingness to lead by example; engendering trust, treating others with respect, and valuing diversity.

Openly sharing credit with others for joint effort and achievements.

Delegating responsibility readily to others, rather than keeping control themselves.

accepting personal responsibility but abiding by and publicly supporting collective decision making as a team member.

Enthusiasm, energy and resilience, with a high level of self-determination.

Creative problem solving, which demonstrates sound business judgement.

Using a variety of communication styles to deliver clear messages.

Effective influencing skills, resulting in acceptance, agreement or behaviour change in a variety of audiences.

Personal commitment to customer service and ability to foster a customer service ethos amongst colleagues.

Ability to provide feedback sensitively and constructively to improve performance outcomes.

**Essential:**

Demonstrate ability to work effectively with colleagues in other Directorates, government agencies and other partners (D, I).

Networking skills, able to broker and sustain effective partnerships within the local authority, the voluntary sector, neighbouring authorities and related professional disciplines (D, I).

Ability to support and lead on effective partnership, consultation arrangements for service users (D, I).