



JOB DESCRIPTION

DIRECTORATE: Families and Wellbeing

SERVICE: Public Health Protection and Intelligence

POST DETAILS

Job Title: Health Protection Coordinator
Grade: Grade 10
Location of Work: 1 Time Square
Directly Responsible To: Senior Health Protection Specialist
Directly Responsible For: Health Protection Practitioners
Hours of Duty: Full time, 37 hours

Primary Purpose and Scope of the Job:

This is one of two roles that help provide the capacity needed in public health to ensure that Health Protection priorities are met. Some of these priorities will continue to emerge and evolve, as we learn to live with Covid, and overarching areas of responsibility will be split between the two post-holders, but collectively, the key include responsibilities will include;

- Overseeing health protection and prevention work within key settings and sectors,
- Working with key partners to ensure processes are in place for managing local outbreaks of infectious disease, and associated consequences in complex settings and amongst vulnerable populations.
- Linking with a range of internal and external partners to ensure that systems and processes are in place to enable timely, access to testing and contact tracing for the local population. The postholder will work with national guidance to ensure that access is timely and local pathways and processes are effective and efficient.
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- Supporting with the development and implementation of plans to help support Covid recovery and address health inequalities

The post-holders will build on the work undertaken to coordinate the various aspects of COVID-19 prevention, preparedness, management and recovery,, and will work with various settings on a broader health protection and health improvement agenda.

The post-holder will manage a team of Health Protection Practitioners and Multi-Skilled Operatives.

The postholder will support the Senior Health Protection Specialist, deputising as necessary, in the delivery of health protection at a population level.

WORKING RELATIONSHIPS

This post reports to the Senior Health Protection Specialist and is part of the Health Protection and Intelligence Service. The postholder will work closely with the Senior Health Improvement Specialist and other key members of the Public Health team to ensure that prevention work is undertaken effectively within a range of settings. The post-holder will also work closely with the Knowledge and Intelligence team to ensure robust and timely surveillance and monitoring is in place for health protection priorities. Other key relationships are with members of the wider Public Health and Environmental Protection teams, Neighbourhoods and Housing, Contact Warrington and with Adult and Children's Services, as well as with private businesses through existing relationships with Warrington & Co and other partners.

Effective working relationships with the Cheshire and Merseyside Public Health Network and Covid-19 Hub is crucial, and other key working relationships include Warrington CCG, NHSE, PHE, local providers and regional initiatives. Specific activities will require working with the private sector, voluntary sector, local communities, user groups, and individual members of the public.

The local Health Protection Board reports to the Warrington Health and Wellbeing Board, with relationships across partners in Warrington, Cheshire Local Resilience Forum and Cheshire and Merseyside. Effective relationships with Councillors and lead members in WBC is also key.

KEY TASKS AND ACCOUNTABILITIES

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.
2. The postholder will provide strategic leadership and operational direction for the development and implementation of robust health protection prevention and preparedness plans and processes in a range of specific settings within Warrington on behalf of the Director of Public Health and WBC.
3. The postholder will develop and embed mechanisms to liaise with a diverse range of settings to ensure on-going Covid-19 preparedness, and work with settings to address broader health improvement and health protection priorities. Develop and oversee the delivery of training and support interventions to meet need.

4. The postholder will liaise with Public Health England Health Protection Team (PHE HPT), Environmental Health, Infection Control and other relevant partners on outbreak plans and how to support settings dealing with outbreaks and their consequences
5. The postholder will contribute to the WBC emergency planning processes and partners' resilience arrangements including outbreak plans and reporting to the relevant boards as and when necessary
6. The postholder will coordinate and manage the local operational delivery of key health protection and Covid recovery priorities for Warrington, ensuring that effective operational processes are in place to receive information from all relevant agencies to support both prevention and response work.
7. The postholder will liaise with relevant partners to ensure that there are effective processes in place locally to secure access to the necessary Covid-19 testing across all complex settings, and that there are effective processes in place for local contact tracing.
8. The postholder will ensure mechanisms are in place within the local Health Protection team for the timely and accurate recording of information from key partners, including ensuring robust processes are in place to receive escalation queries from PHE HPT or other sources, provide advice and take action as appropriate.
10. The postholder will ensure effective operational guidance and procedures are developed and communicated so that staff within the local Health Protection team are clear on the processes in place for record-keeping and recording of actions.
11. The postholder will work closely with the Public Health Knowledge and Intelligence Team to manage the maintenance of effective systems for the surveillance of health protection priorities through providing accurate data and information
12. The postholder will develop and maintain the risk register and assurance framework for outbreak management
13. The postholder will deputise for the Senior Health Protection specialist as required and support them in wider health protection elements, including for example commissioning public health services such as infection control, overseeing Screening and Immunisation action planning etc.
14. The postholder will recruit, select and line-manage staff, managing their development through the use of the appraisal system, regular supervision and utilisation of other workforce development opportunities.
15. The postholder will ensure that HR policy is implemented effectively within the team dealing with as appropriate grievance and/or disciplinary issues

16. The postholder will take budgetary responsibility for defined projects non pay budget. Authorise budget spends and providing feedback to the Head of Service on a monthly basis highlighting any potential risks. Purchase any resources and incentives to support the project
17. The postholder will actively participate in continuous professional development and staff appraisal
18. The postholder will carry out all duties with due regard to confidentiality and data protection regulations.
19. The postholder is expected to comply with WBC Codes of conduct and accountability, health and safety requirements, and the safeguarding and promoting the welfare of children and/or vulnerable adults.
20. The postholder will undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: Version dated 20/07/2021

Prepared/revised by: Tracy Flute

