



APPENDIX 4

JOB DESCRIPTION

DIRECTORATE: Families and Wellbeing

SERVICE: Public Health Protection and Intelligence

POST DETAILS

Job Title:	Covid 19 Prevention and Outbreak Practitioner
Grade:	7
Location of Work:	New Town House, Warrington
Directly Responsible To:	Covid19 Testing and Outbreak Control Coordinator
Directly Responsible For:	None
Hours of Duty:	Full time, 37 hours

Primary Purpose and Scope of the Job:

The Prevention and Outbreak Practitioner is a fundamental part of the Local Authority Public Health team's response to the consequence management of outbreaks of Covid-19 in complex settings or amongst vulnerable groups.

The post-holder will be one of a team of Prevention and Outbreak Practitioners within the Warrington Complex Outbreak Consequence Management Unit. Overseen by the Senior Health Protection Specialist, the overall aim of the Unit is to ensure that robust plans and operational procedures are in place to effectively prevent and respond to outbreaks of Covid-19 in complex settings and amongst complex cohorts within Warrington.

Reporting to the Testing and Outbreak Control Coordinator, the Prevention and Outbreak Practitioners provide the capacity to work with a range of diverse settings to deliver the prevention and preparedness work required to deal with local outbreaks of Covid-19.

The post-holder will work with a range of settings across the borough and provide necessary support to ensure that any outbreaks are dealt with in line with outbreak plans and contacts can be traced as per the national test and trace programme. The post holder will provide specialist advice and support on the prevention of Covid-019 across a range of settings.

WORKING RELATIONSHIPS

The post will work with a wide range of partners including but not exclusive to:

- Educational and early year's settings
- Workplaces
- Care homes
- Adult Social Care Teams
- Children's Services
- Housing and Homelessness Services
- Environmental Health
- Infection Control Team
- Members of the Public
- Other Council Departments
- Local Business and Voluntary Organisations
- Public Health England Health Protection Team
- Cheshire and Merseyside Covid -19 Outbreak Management Hub

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 form part of a team of Prevention and Outbreak Practitioners who will provide local support to both help prevent outbreaks of Covid-19, and support the response required if and when there is an outbreak within complex settings
3. The postholder will support the development and delivery of bespoke training, specific to individual settings to support Covid-19 outbreak prevention.
4. The postholder will engage with a range of settings (modifying and adapting methods of communication to account for the differing needs of contacts/settings) to assess training and support needs and develop and deliver the packages of support accordingly.
5. In collaboration with other public health colleagues, the postholder will take a lead role across a range of settings in the facilitation and support of outbreak management plans.
6. In the event of an outbreak, the postholder will provide the operational response; liaising with the setting to gather the necessary information, undertaking any necessary contact tracing work that cannot be conducted in standard ways via the NHS Test and Trace team, and acting as link person to the setting in outbreak management
7. The postholder will develop and maintain effective partnership and networking opportunities across a wide range of settings, focusing on helping to ensure

that establishments are Covid-19- secure, raising awareness of outbreak plans and of the national test and trace programme

7. The postholder will use project management tools and evaluation methods to ensure all health protection interventions have clear aims and objectives, are monitored and evaluated, sharing best practice as appropriate
8. The postholder will work closely with the Public Health Knowledge and Intelligence team to analyse Covid-related health data and other health information to identify local health needs in order to inform practice and plans in a targeted way
9. The postholder will keep accurate records, produce reports, monitor and evaluate work, ensuring work conforms to and meets the standards as set out in outbreak plans and the national test and trace service
10. The postholder will provide health protection support and advice to the wider public health team, and contribute to the development and refinement of outbreak plans
11. The postholder will undertake appropriate professional development as identified in the post holder's personal development plan.
12. Staff co-ordination and supervision may be required, with sessional staff management and student supervision also on occasions
13. The postholder will work as part of the Public Health team, ensuring close collaboration and, where appropriate, joint working with colleagues
14. The postholder will actively participate in continuous professional development and staff appraisal
15. The postholder will undertake any other duties appropriate to the grade, which may be required to meet changing needs and priorities of the service in consultation with the post-holder

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 6 July 2020

Prepared/revised by: Vicky Snape/Tracy Flute

