

Job Description

Job title	Consultant in Health Protection
Group	Health Protection Operations
Directorate	East Midlands
Pay band	NHS Medical and Dental Consultant pay scale or Agenda for Change 8d This post is within the Clinical Ring-fence
Base/location	UKHSA East Midlands (Nottingham) With regular travel within the geographical area of responsibility and travel elsewhere/nationally as may be required by the post
Hours per week	Full time 10 Programmed Activities per week - 40 hours per week (NHS Medical and Dental pay scale) 37.5 hours per week (NHS Agenda for Change) (part-time, job share or flexible working will be considered)
Job type	Permanent
On call required	No
Security level	Security Check (SC) The post-holder will be expected to comply with security protocols and will have to undergo security clearance.

INTRODUCTION

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health. Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work. Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

JOB SUMMARY

This is a senior role within the health protection team and provides leadership, management and oversight of the health protection function, including the response to incidents and outbreaks and responsibility for the day to day operational delivery.

The post holder will play a key role in developing, shaping and assuring the health protection function, which may include managing individuals and teams, working closely with partners, and ensuring delivery of high-quality surveillance, response and support systems. The post holder will have responsibility for developing and maintaining close working relationships both internally and with partner organisations. In addition, they will contribute and lead on regional and national priorities, including contribution to wider public health initiatives consistent with the regional delivery model and integrated working.

MAIN DUTIES AND RESPONSIBILITIES

The post is subject to the core competencies as set out by the Faculty of Public Health for Consultant appointments and the post holder will be expected to demonstrate expertise in all of them (Appendix A).

RESPONSE

1. Will be expected, when required, to assume overall responsibility for the management of incidents and outbreaks of infectious diseases, lead the local Health Protection team response to non-infectious environmental hazards and chemical incidents and assume overall responsibility for the day to day running of the acute response function.
2. To utilise an evidence-based approach to manage clinical/professional advice and discussions within the team and support and participate in the team's formal case review process.
3. To ensure the monitoring of standards, ensuring quality and consistency and to take action where any shortfall occurs.
4. May be responsible for any ongoing longer-term management of issues relevant to a defined geography area within their area.
5. May perform Proper Officer duties in relation to Public Health (Control of Disease) Act 1984 and the Public Health (Infectious Diseases) Regulations 2010 as agreed with Local Authorities.
6. Will be expected to contribute, and where required, lead the UKHSA response during incidents in line with UKHSAs Emergency Planning Resilience and Response (EPRR) arrangements as part of the region's responsibilities under the Civil Contingencies Act.
7. Will contribute, support and where necessary lead the UKHSA regional centre input into Emergency Planning arrangements.
8. May be required to participate in an on call rota at local, regional or national level as required.

SURVEILLANCE

1. Contribute strategically to the development and maintenance of effective systems for the surveillance of communicable disease and environmental hazards.
2. Proactively use surveillance outputs to inform and influence local and national Public Health actions, policies and strategies.
3. Lead, plan and design agreed initiatives to address health needs, health inequalities and health impact assessment, with a particular focus on health protection

PARTNERSHIP WORKING

1. Take a lead in the proactive development and contribution to key relationships with a wide range of individuals and stakeholders and take responsibility for the maintenance of professional networks relevant to role.
2. Influence, and where appropriate, lead the development and implementation of system wide priorities and programmes for public health action or improvement.
3. Employ highly effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives with:
 - a. External organisations and wider NHS stakeholders to ensure collaboration in the strategy in the Sector

- b. Internal leaders and staff to gain input to the development of systems, processes and activities
- 4. Deal with complex and conflicting subject matter problems or in day work load in workshops, meetings, one to one communications and other events, comprising various parts of the organisation.
- 5. Contribute actively to the development and implementation of system wide priorities and programmes for public health action or improvement.

RESEARCH, TEACHING AND TRAINING

- 1. Contribute to research activity to complement the health protection evidence base and where agreed, to lead research projects.
- 2. Deliver appropriate teaching activities across a range of audiences.
- 3. Contribute to training programmes (including supervision) for Foundation Year Doctors and Specialist Trainees in the Faculty of Public Health training scheme as appropriate, and to the training of health and care professionals and practitioners within the locality.
- 4. Ensure appropriate clinical supervision and mentorship systems are in place for staff within scope of responsibility.
- 5. Provide clinical/professional supervision and mentorship as appropriate.

MANAGEMENT AND LEADERSHIP

- 1. To be a visible, positive leader and role model. Meeting and demonstrating high professional standards.
- 2. Oversee the development and implementation of policies and protocols for a wide range of health protection issues.
- 3. Lead and coordinate defined areas of work as agreed with the Deputy Director for Health Protection e.g. specific communicable disease and non-infectious environmental hazards, quality and training.
- 4. Where agreed, lead the locality/patch based health protection team.
- 5. May undertake line management responsibilities including budgetary responsibilities as agreed with the Deputy Director Health Protection or Regional Director.
- 6. Actively identify, lead and contribute to quality improvement and governance initiatives in line with strategic direction of the region.
- 7. Actively assist in the development of joint plans and system wide priorities for public health action or improvement.
- 8. Ensure compliance with all confidentiality and governance requirements at all times.
- 9. Lead and contribute to proactive and responsive media issues.
- 10. Proactively contribute to wider organisational development.
- 11. Contribute to the strategic work of the locality/patch based health protection team and deputise where appropriate, using systems leadership approaches and skills.
- 12. Contribute strategically to the development and the testing of the region's business continuity plan.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- 1. Participate in organisational and professional appraisal and revalidation as appropriate.
- 2. Pursue a programme of Continuing Professional Development, including mandatory training, in accordance with the requirements of a recognised Professional body e.g. Faculty of Public Health, Royal College of Pathologists.
- 3. On the occasions when a medical qualification and GMC specialist registration are required, medically qualified members may be asked to undertake specific duties such as in the development of Patient Group Direction or Medical Officer functions in the Regulations of the Public Health Act. Such occasions may be based on legislative or organisational requirements.
- 4. Where appropriate, contribute to and support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring.

PROFESSIONAL OBLIGATIONS

The Consultant will be expected to:

1. Participate in the organisation's appraisal scheme including the professional appraisal scheme and ensure appraisal and development of any staff for which s/he is responsible.
2. 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
3. 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

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 UKHSA Centre Director.

OTHER DUTIES

1. The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager.
2. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of UKHSA Places and regions.

COMMUNICATION AND KEY WORKING RELATIONSHIPS

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA.

This will include:

Internal

- UKHSA Regional teams
- Other UKHSA divisions/directorates

External

- Lower & Upper Tier Local Authorities
- Directors of Public Health & teams
- Education
- Social Services
- Environmental Health
- Health Protection Boards
- NHS England
- Clinical Commissioning Groups
- NHS Acute Trusts & provider organisations
- Infection Prevention & Control teams
- Hospital staff including clinicians, microbiologists and infection control
- Local Resilience Fora and Local Health Resilience Partnerships
- Environment Agency
- Animal Health
- Water / Utilities Companies
- Care Homes
- Universities / Colleges/ Schools
- General Practitioners and other staff in Primary Care
- Health & Wellbeing Boards
- Care Quality Commission
- Local Prisons
- Emergency Services
- Emergency Planning Resilience and Response (EPRR) team

Person specification

Description	Essential	Desirable	Assessment
Qualifications			
The National Health Service (Appointment of Consultants) Regulations 1996 www.legislation.gov.uk In accordance with legislation;			
GMC full and specialist register with a license to practice (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 within 6 months of interview	√		A/I/C
If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/infectious diseases medicine or medical microbiology, candidates must have equivalent training and/or appropriate experience of public health medicine/infectious diseases medicine/or medical microbiology practice	√		A/I/C
Public health speciality registrar applicants who are not yet on the GMC register, GDC Specialist list in dental public health or UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview. All other applicants not yet granted specialist registration must provide verifiable signed documentary evidence from the register concerns that they have submitted satisfactory evidence and therefore registration within six months is assured.	√		A/I
Applicants must meet minimum CPD requirements in accordance with the requirements of the Faculty of Public Health/Royal College of Pathologists/Royal College of Physicians or other recognised body	√		A/I/C
MFPH by examination or evidence of equivalent qualification FRC Path or evidence of equivalent qualification MRCP or evidence of equivalent qualification	√		A/I
Knowledge and experience			
Minimum 6 months experience in Health Protection practice	√		A/I
Practical experience in leading and facilitating change	√		A/I
Experience of communicable disease control in a wide variety of settings including out of hours on call	√		A/I
Experience of working with other agencies	√		A/I
Experience of emergency planning	√		A/I
Understanding of key agencies involved in health protection	√		A/I
Knowledge of methods of developing clinical quality assurance, audit, quality improvement and evidence based clinical and/or public health practice	√		A/I
Understanding of social and political environment	√		A/I
Understanding of laboratory microbiology services	√		A/I
Understanding of clinical infectious diseases services	√		A/I
Understanding of clinical toxicology services	√		A/I

Understanding of the principles of radiological protection	√		A/I
Experience of budget management and financial processes		√	A/I
Experience and demonstrable competency in dealing with environmental hazards / chemical incidents	√		A/I
Ability to undertake prophylaxis, diagnosis and treatment of infectious diseases of public health importance		√	A/I
Peer reviewed scientific publications, presentation of papers at conferences, seminars, etc.		√	A/I
Skills and capabilities			
Strategic thinker with proven leadership skills, including management of change	√		A/I
Able to prioritise work, and work well against a background of change and uncertainty	√		A/I
Adaptable to situations, can communicate with people of all capabilities and attitudes	√		A/I
Project management	√		A/I
Understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation	√		A/I
Excellent oral and written communication skills (including dealing with the public and the media)	√		A/I
Effective interpersonal, motivational and influencing skills	√		A/I
Ability to respond appropriately in unplanned and unforeseen circumstances	√		A/I
Sensible negotiator with practical expectation of what can be achieved	√		A/I
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	√		A/I
Computer literate	√		A/I
Ability to design, develop, interpret and implement policies	√		A/I
Ability to concentrate for long periods (e.g. analyses, media presentations)	√		A/I
Resource management skills	√		A/I
People management and training		√	A/I
Training and mentoring		√	A/I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, and in relation to management systems	√		I
*Assessment will take place with reference to the following information A = Application form I = Interview C = Certificate T = Test			

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 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

Specialist 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/UKPHR at the date of interview (ie the expected date of award of their CCT must fall no more than 6 months after the date of interview). The documentary evidence should be:

Either a ARCP 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 6 months after the date of interview).

2. Applicants in non-training grades

Applicants from a background other than medicine

Applicants from a background other than medicine would be expected to have gained registration with the UK Public Health Register.

Employers are advised that individuals should not take up consultant in public health medicine or consultant in public health posts until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Voluntary Register for Public Health Specialists. 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/UKVR 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.

APPENDIX A - Faculty of Public Health: CORE COMPETENCY AREAS

Faculty of Public Health: Competencies expected of all public health consultants/ specialist

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

1. Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.

2. Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

3. Policy and strategy development and implementation

To be able to influence and contribute to the development of policy and lead the development and implementation of a strategy.

4. Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

5. Health Improvement, Determinants of Health, and Health Communication

To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.

6. Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.

7. Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

8. Academic public health

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

9. Professional, personal and ethical development

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practice within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHRs Code of Conduct.

10. Integration and application for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.

ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development-and-appraisals)

Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals. Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) protecting the confidentiality of UKHSA data and information by:
 - complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)
 - complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data
 - complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:
 - only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else
 - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information
 - not processing UKHSA personal data outside UKHSA office sites without approval
- 2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
 - only altering UKHSA data and information if you have approval to do so as part of your role
- 3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
 - complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment
- 4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
- 5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorised access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment

- 6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches.

Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

Conflict of interests

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and If there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

Diversity

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

Emergency Response

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required

to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

Risk management

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.