

Job Description

Job title:	Immunisation Correspondence and Project Support Officer
Group:	Clinical Public Health
Division/Directorate:	Immunisation and Vaccine-Preventable Diseases Division, Public Health Programmes Directorate
Pay grade/band:	HEO
Line Manager:	Programme Manager (Immunisation)
Location	Canary Wharf, London E14 4PU
Hours per week:	37.5
Job type: (i.e. Fixed Term/Permanent)	Permanent
Security level:	Standard
Is there an on-call requirement for this role?	No

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

There are two aspects to the job. The main element is the oversight of all correspondence that comes to our busy immunisation mailbox, including general emails, private office cases, freedom of information requests and parliamentary questions and ministerial correspondence and requests. This will involve the drafting of replies, liaising with subject experts as appropriate, often to tight deadlines. The post will also involve the production of briefings on the flu immunisation programme, including a weekly situation report during the flu season for the Chief Medical Officer, Ministers, and senior officials.

The second element of the role is to provide project support functions to the Immunisation Project and Programme Boards. This will include helping to arrange meetings, writing minutes, timely preparation and dissemination of meeting papers, and supporting the work of other *ad hoc* meetings that may arise.

MAIN DUTIES AND RESPONSIBILITIES

Correspondence Functions

- Act as lead contact for all Immunisation correspondence, including Parliamentary Questions, Ministerial and Chief Medical Officer (CMO) correspondence, and requests for information and briefings from DHSC.
- Work closely with other members of the team to coordinate responses and lines to take.
- Produce draft responses for correspondence and parliamentary questions (PQs) and be responsible for maintaining and developing briefing resources used by the team.
- Liaise with national and other agencies such as the Medicines and Healthcare products Regulatory Agency (MHRA) and NHS England to commission responses and verify accuracy of information.

Project Support Functions

- Support the Project and Programme Managers in running the Immunisation Project and Programme Boards. Specific duties will include: preparing papers, status reports and plans in advance of meetings. Attending programme board meetings to record actions and produce minutes as required.

Other

- 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 the directorate. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.
- To support public health incident responses that the Immunisation and Vaccine-Preventable Disease division support or lead on, all members of the division who are EO grade and above are required to undertake the appropriate training for 'task manager' role, to be able to undertake the role of task manager as and when required.



PROFESSIONAL DEVELOPMENT (AMEND IF REQUIRED)

- Identify, discuss and action own professional performance and training / development needs with your line manager through appraisal / individual development plan. Attending internal / external training events
- To participate in all mandatory training as required, i.e. fire safety, information governance and all other mandatory training.

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

- Programme Managers, Consultant Epidemiologists, Seasonal Flu Lead and other members of the Immunisation and Vaccine-Preventable Disease Division
- Public Health Programmes Directorate and other Directorates of the UKHSA national office
- Immunisation Health Professional Leads
- UKHSA regional offices and UKHSA centres

External

- NHS England
- Department of Health and Social Care (DHSC)
- The Medicines and Healthcare products Regulatory Agency (MHRA)
- Professional bodies
- Academic institutions



Person specification

Please ensure the total number of rows within the knowledge and experience and skills and capabilities headings does not exceed 10. Please only use desirable criteria where necessary.

Assessment will take place with reference to the following information

A - Application	I - Interview	C – Proof of qualification / membership of professional body	T - Test
Description	Essential	Desirable	Assessment
Qualifications			
Educated to degree level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area	✓		A/I/C
Evidence of Personal Development		✓	A/I/C
Knowledge and experience			
Demonstrable understanding of an evidence-based approach to decision making		✓	A/I
Appreciation that tasks are expected to be delivered at pace, with competing priorities but always delivered in an assured, calm and professional manner	✓		A/I
Experience in minute taking and the preparation of meeting papers		✓	A/I
Skills / capabilities/ behaviours			
Excellent organisational skills and flexibility, including ability to multi-task, prioritise workload, and to work to tight deadlines and unexpected demands.	✓		A/I
Clear communicator with excellent writing skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences - from senior officials to laymen.	✓		A/I
Skills for communication on complex matters and difficult situations, requiring persuasion and influence.	✓		A/I
Skills for nurturing key relationships and maintaining networks.	✓		A/I



Attention to detail combined with the ability to extract key messages from complex information.	✓		A/I
Independent thinker and decision maker with demonstrated good judgement, and problem- solving skills.	✓		A/I
Ability to work on own initiative and organise own workload without supervision.	✓		A/I
An ability to maintain confidentiality and trust.	✓		A/I
Demonstrates a strong desire to improve performance and make a difference by focusing on goals.		✓	A/I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships.	✓		I