

Director of Public Health

Job reference: PDPH0519

Closing date: Wednesday 19 June 2019



Dear Applicant

Director of Public Health

Thank you for expressing an interest in the post of Director of Public Health here at North Somerset Council, a unitary authority recognised as one of the top performing councils nationally with a reputation for innovation and efficiency.

As a new Chief Executive, working with a recently elected council, my vision for the role of Director of Public Health in North Somerset is ambitious. The role will report directly to me, placing you in a key position to influence council policy and operations, to improve and protect the health and wellbeing of everyone in North Somerset and reduce differences in life expectancy between communities. In addition to being a key part of the senior management team, you will provide leadership to Public Health services and the Council's regulatory services; Environmental Health and Licensing, Food and Safety, and Trading Standards. You will also work closely with local colleague DPHs, playing an important strategic role supporting the Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group and partner NHS organisations, and with other DPHs across the region and beyond.

I am committed to developing and supporting you, whether you're an existing DPH keen to have a broader level of influence across the council as part of my senior management team or a consultant considering your first DPH role. If you are the latter both PHE and local experienced DPH colleagues are also committed to working with me in supporting the next step in your career.

If you share our ambition and have the drive, enthusiasm and motivation to deliver on our commitments, we would encourage you to apply for this exciting opportunity. Please complete our application form giving your reasons for applying and highlighting how your skills, experience and expertise match our requirements for this role. We plan to interview shortlisted applicants on Monday 1 July 2019.

If you would like to discuss the role informally, either in person or on the telephone, please contact myself, Jo Walker, Chief Executive, on 01934 634 972 (jo.walker@n-somerset.gov.uk) or Paul Morris, Head of Performance Improvement and HR on 01934 634 969 (paul.morris@n-somerset.gov.uk)

Thank you for showing an interest in working for North Somerset Council and I look forward to hearing from you.

Yours sincerely

Jo Walker

Chief Executive

Checklist for completing your application form



- Before you complete your application form, make sure you've read and understood the guidance notes.
- If you need help filling in the application form, or need this information in an alternative format, for example large font or braille, please call us on **01275 888 866** (office hours).
- Applications should be typewritten or completed legibly in black. There will be a short application form to complete which you will need to submit with your CV.
- You must return your application form before the closing date – no applications will be considered after this time.
- The closing date for applications is **Wednesday 19 June 2019**. Interviews are scheduled for **Monday 1 July 2019**.
- If you have any questions or would like an informal discussion about the role, you can call Jo Walker on **01934 634 972** or Paul Morris on **01934 634 969**.



Director of Public Health

Permanent, full time • Salary circa **£105,000 p.a.**

An exciting opportunity to contribute to the corporate management of a successful unitary authority as well leading and developing the council's public health functions.

North Somerset Council is looking to appoint a dynamic, innovative and self-motivated Director of Public Health to provide leadership to our newly expanded Public Health Team and ensure maximum benefit through further integration of our public health functions.

As Director of Public Health, you will be our expert adviser on all public health matters and influence policy and operations to both protect and improve people's health in North Somerset. Reporting direct to our Chief Executive you will be a key member of the council's senior leadership team.

You will need the vision and passion to help achieve long-term aspirations and a real commitment and motivation for the opportunities and challenges ahead.

North Somerset Council is a top performing unitary authority with a reputation for innovation and efficiency. We recognise the importance of having well-motivated and valued staff to help deliver our vision.

North Somerset is an attractive area to live and work, with outstanding schools and excellent road and rail links to London, Devon and Cornwall.

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For more information and to apply, visit: www.n-somerset.gov.uk/jobs

Job description

Job purpose

Key service areas of responsibility

Commissioned services for health visiting and school nursing (0-19 years), sexual health and genito-urinary medicine, drug and alcohol services, weight management, sports and leisure services to improve well-being.

Provider services for health and well-being including smoking cessation; health trainers; peer support to promote and enable breast feeding.

Regulatory services for food and safety, environmental health and licensing and trading standards.

NHS services:

- in collaboration with public health colleagues in both Bristol and South Gloucestershire councils to support various health care public health functions in the Bristol, North Somerset and South Gloucestershire CCG, especially (but not necessarily limited to) membership of the CCG Primary Care Commissioning Committee; membership of the CCG exceptional funding panel
- supporting CCG and provider organisations, and, acting for and with both the Chief Executive and the Director for People and Communities, in both STP work and the 'Healthy Weston' initiative to develop local hospital and community-based services.

The Director of Public Health is a system leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). As such, the Director of Public Health is a statutory chief officer of the authority and the principal adviser on all health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health. Section 73A(1)

of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the director for public health responsibility for:

- all of their local authority's duties to improve the public's health
- any of the Secretary of State for Health and Social Care's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations – these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act
- exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health
- their local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders
- such other public health functions as the secretary of state specifies in regulations
- producing an independent annual report on the health of local communities.

Job purpose and key responsibilities

The fundamental purpose of the role is to provide leadership to drive improvements in the health and wellbeing of the residents of North Somerset, to reduce inequalities in health outcomes and working in collaboration with Public Health England to protect local communities from threats to their health through infectious diseases, environmental and other public health hazards.

In delivering the key responsibilities described below, the post-holder is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies and the person specification.

- a) Support the Chief Executive and Councillors in developing and delivering the council's strategic agenda and operational responsibilities.
- b) Be the chief officer and principal adviser on public health to the council, local communities and local partners.
- c) Operate strategically as a member of the senior leadership team and across the council influencing policy and practice.
- d) Deliver and commission, services which are effective, provide value for money, and meet appropriate quality and safety standards.
- e) Act as a leader across the local system of public services, influencing change and enabling a culture of continuous improvement in health and wellbeing, innovation and evaluation.
- f) Utilise the public health resources imaginatively and cost-effectively across all domains of public health activities in order to improve the health and wellbeing of local communities and to reduce inequalities in health outcomes.
- g) Be accountable for both the shaping and delivery of the health and wellbeing agenda, taking account of the national agenda and benchmarking (using the national outcomes frameworks, public health, NHS and social care).
- h) Deliver an independent annual report on the health and wellbeing of local communities for publication by North Somerset Council, to stimulate debate and/or action by the council and partners.

Accountable to:

Professionally accountable to the council (and the Secretary of State for Health and Social Care through Public Health England)

Managerially accountable to the Chief Executive with a 'dotted line' supervisory relationship with the Director for People & Communities and the Director of Development & Environment

In delivering the responsibilities set out in the person specification, the post-holder and their team will undertake the following tasks:

1. Strategic leadership

- Deliver a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities (including an easily accessible joint strategic needs assessment system).
- Ensure all activity undertaken by the council within the context of its corporate plan takes account of both the need to reduce health inequalities as well as the requirements of the equality and diversity legislation.
- Ensure scientific principles are applied to assessing need, exploring interventions and assessing progress of the council's strategic agenda.
- Ensure, as a core member of the People and Communities Board (encompassing the function of a health and wellbeing board), and in partnership with wider council functions, partners and the public, the development of plans to enable local communities to become healthy, sustainable and cohesive.
- Ensure programmes of action impact on the wider determinants of health that will promote improvements in health and wellbeing of local communities and the reduction of health inequalities.
- Provide assurance that the health protection system for local communities is fit for purpose.
- To work closely with directors responsible for people (children, vulnerable communities and older people) to ensure the development, implementation and maintenance of a fit-for-purpose integrated strategy which meets the needs of local communities and is consistent with the national approach.
- Collaborate across organisational boundaries to ensure communities in North Somerset benefit from population health and care programmes.

2. Directorate specific accountabilities

- To be an advocate for improving health and wellbeing and reducing health inequalities.
- Exercise the statutory responsibilities including the delivery of the mandated services.

- To advise North Somerset Council on its statutory and professional public health obligations.
 - Work with Public Health England and with NHS England to ensure that local communities are protected from infectious disease threats (including food and water borne disease, pandemics, etc) and environmental hazards.
 - Ensure the development and delivery of a credible plan to improve health and wellbeing of communities in North Somerset and reduce health inequalities.
 - Ensure that the council has implemented its emergency preparedness, resilience and response (EPRR) responsibilities and through strategic working with the local health resilience forum, and that partner organisations (Public Health England, NHS England and the CCGs) have delivered their EPRR responsibilities.
 - Work in partnership with CCGs and directors and assistant directors of adult and of children's social care to take responsibility for population health and care; including oversight and promotion of population coverage of immunisation and screening programmes.
 - In collaboration with both Bristol and South Gloucestershire councils through the West of England Public Health Partnership, provide public health advice (the 'core offer') to the CCG, supporting the commissioning of appropriate, effective (based on evidence), and equitable health services.
 - Support the North Somerset People and Communities Board (encompassing health and wellbeing board responsibilities) to deliver its statutory duty to promote integration for the benefit of local communities.
 - Collaborate across organisational boundaries to ensure residents of North Somerset benefit from population health and care programmes (the sustainable transformation partnership/ accountable care systems which apply from 2016 to 2020 and beyond).
- ### 3. Resource management
- To be accountable for public health and other budgets, including reporting on the use of the public health ring-fenced grant.
 - To manage council resources (people, property, information and finance) imaginatively and efficiently.
 - Manage public health and regulatory services staff and ensure that they are able to influence in such a way as to ensure that health and wellbeing in its fullest sense is central to North Somerset Council activities.
- ### 4. Commissioning
- Ensure services for improving health and wellbeing of local communities are commissioned within council policies and are responsive to the needs of the communities in North Somerset.
 - To set a framework for standards for commissioning and delivery of public health and related services; including the promotion of innovative approaches and appropriate risk management systems which are responsive to performance challenges.
 - To ensure scientific principles of evaluation underpin all commissioning and delivery, of health and wellbeing services.
- ### 5. Advocacy
- Develop a constructive relationship with the media and the public, within the context of the council communications policy.
 - To use the Faculty of Public Health, the Local Government Association, the Association of Directors of Public Health, Public Health England and other channels to advocate for the public's health.
- ## Management and budgetary responsibilities
- The Director of Public Health will be professionally accountable to the council (and the Secretary of State for Health and Social Care through Public Health England) and managerially accountable to the Chief Executive with a 'dotted line' supervisory relationship with the Director for People and Communities and the Director of Development and Environment. An initial job plan will be agreed with the successful candidate and reviewed annually.

The Director of Public Health:

- will directly line-manage three staff (excluding trainees)
- will manage the overall public health budget of some £9.5m
- will be expected to support managers and staff involved in front-line regulatory service duties which may involve being informed about and/or providing advice concerning issues arising out of hours
- will ensure appropriate management and support for specialty registrars/trainees in public health.

Professional obligations

Professional responsibilities will be reflected in the post-holder's job plan. The Director of Public Health will be expected to:

1. participate in both the organisation's staff and professional appraisal schemes and ensure participation of all staff members in appraisal
2. ensure quality improvement and clinical governance programmes are an integral component of the public health approach in the council
3. 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, as appropriate
4. Act as an Educational Supervisor for Public Health registrars and to keep up to date for this role
5. pursue a programme of continuing professional development, in accordance with Faculty of Public Health requirements, or other suitable recognised body, and undertake revalidation or other measures required to remain on the GMC/GDC Specialist Register with a license to practice or the UK Public Health (Specialist) Register or other specialist register, as appropriate
6. practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice if medically qualified

7. agree any external professional roles and the time required to deliver those roles with the council.

Faculty of public health: competencies expected of all public health consultants/specialists

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

- I. **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.
- II. **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.
- III. **Policy and strategy development and implementation**
To influence and contribute to the development of policy and lead the development and implementation of a strategy.
- IV. **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.

V. **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.

VI. **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.

VII. **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.

VIII. **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.

IX. **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 UKPHR's Code of Conduct.

X. **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.

The Director of Public Health as a public health leader is expected to have both the technical expertise as well as the ability to use those techniques to both lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have skills and the attitudes to be able to present the results of applying their technical expertise so that they are understandable and stimulate actions by a range of individuals and organisations.

Key Relationships

- Council Leader
- Executive members/ portfolio holders
- Other elected members
- All directorate management teams
- Local NHS bodies including Bristol, North Somerset & South Gloucestershire CCG and provider organisations
- Healthwatch
- All Corporate Management Team members
- North Somerset Council People & Communities Board
- Local Resilience Forum
- NHS England
- West of England Public Health Partnership
- The public and the press

To deliver their responsibilities on behalf of the residents of North Somerset the Director of Public Health will need to be a visible system leader in the health and wellbeing partnership arrangements. They will be expected to use all the resources at their disposal to ensure that the local public health system is able to tackle the full range of determinants of health affecting communities in North Somerset. Working with local communities, the postholder should be able to inspire development of innovative solutions that support improvements in health and wellbeing and reduction in health inequalities whilst at the same time maintaining the confidence of councillors and government.

Person specification

Behaviours	Recruitment and selection
Leadership	
<p>Establishing and promoting a clear public health vision which is coherent with the business strategy and the political vision for the council and consistent with government policy and takes account of social and economic trends. This is about role modelling through their own actions the types of behaviours expected of others in creating a high performing public health culture.</p> <ul style="list-style-type: none"> ● Developing an effective public health team with appropriate skill mix to enable the council to deliver its full range of public health responsibilities. ● Developing effective relationships with elected members to ensure a coherent public health vision and operational plan. ● Work with fellow directors and other officers to enable/ensure public health perspective/principles underpin all aspects of council service delivery and commissioning. ● Work with communities and media to ensure health needs of local communities are made explicit. ● Deliver the independent report of the Director of Public Health in such a way as to encourage all members of the health and well-being board to take action. 	<p>CV Interview</p>
Community and population focus	
<p>Working together to a common agenda and objectives with a shared purpose and common values, always looking for ways to improve access to services by communities and individuals. This is seen by:</p> <ul style="list-style-type: none"> ● actively seeking to understand the communities that are served and promoting and demonstrating an active commitment to meet their needs ● setting new standards for innovation in commissioning and delivery of services that anticipate and exceed expectations ● engaging with a wide range of stakeholders and partners to gather and evaluate information and make collaborative judgements and decisions ● making timely, and where needed, difficult decisions for the benefit of the people of North Somerset. 	<p>Application form Interview</p>

Results focus	
<p>Co-development of a model of health and well-being with local stakeholders, including local communities, and the metrics to support; taking account of Public Health Outcomes Framework, the NHS Outcomes Framework and the Social Care Outcomes Framework.</p> <p>This is seen by:</p> <ul style="list-style-type: none"> ● acknowledging and working with ambiguity and complexity, making significant decisions where no precedents exist ● ensuring a best practice performance culture is developed and sustained ● setting, communicating and monitoring stretching organisational objectives ● pro-actively identifying corporate, directorate and service risks, and ensuring action is taken to mitigate them ● formulating risk management plans and creating a positive health and safety culture. 	Interview
Improvement and change	
<p>Developing and sustaining a culture of innovation and creativity, underpinned by evaluation, where employees are engaged and have the desire to do things better, more efficiently and effectively to improve performance. This is seen by:</p> <ul style="list-style-type: none"> ● taking risks and moving into unchartered territory while taking accountability for results and failures ● welcoming the inevitable mistakes as part of the creative process ● suggesting the unthinkable to stimulate alternate ways of thinking ● focusing team performance on the achievement of outcomes that will maximise the resources available ● finding new ways of securing or deploying significant amounts of financial resource to meet new objectives ● advocating and role modelling the use of evaluation techniques to support innovation. 	Interview
People development	
<p>Knowing and managing the strategic talent requirements for the organisation. It is about promoting and encouraging a culture where people focus on developing themselves and others to deliver improvement while developing careers. This is seen by:</p> <ul style="list-style-type: none"> ● holding direct reports accountable for people development generally and specifically for releasing high performers for personal development ● articulating the many long-term benefits of talent management and developing the talent pools required for succession ● ensuring comprehensive workforce plans are in place. 	Application form Interview
Functional competencies	

<ul style="list-style-type: none"> ● Demonstrate detailed knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice. ● Full and high level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation. Develop service practices and ensures appropriate application. Provide advice on the more complex instances. 	Application form Interview
<ul style="list-style-type: none"> ● Detailed knowledge and experience in driving and assisting in the management of change in a variety of settings, proactively seeking opportunities to create and implement improved service effectiveness. 	Application form Interview
<ul style="list-style-type: none"> ● Detailed knowledge of personnel management. Carries out effective performance management of staff and demonstrates understanding of policies related to pay, capability, disciplinary matters and grievances. Plan department activities and use of staff resources effectively. Participate in workforce planning and training needs assessments. 	Application form Interview
<ul style="list-style-type: none"> ● Demonstrate knowledge of project management tools and techniques. Sufficient skill to develop and implement large scale projects, utilising and leading multi-skilled project teams. 	Application form
Qualifications	
<ul style="list-style-type: none"> ● 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). ● If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice ● Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within six months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers. ● If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT) or be within six months of award of CCT by date of interview. ● If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT. ● MFPH by examination, by exemption or by assessment. 	Recruitment and selection Application form
<ul style="list-style-type: none"> ● Must meet minimum CPD requirements (for example, be up to date) in accordance with the Faculty of Public Health requirements or other recognised body. 	Application form

Knowledge, experience and skills

<ul style="list-style-type: none"> ● Understanding of NHS and local government cultures, structures and policies. 	Interview
<ul style="list-style-type: none"> ● Understanding of social and political environment. 	Interview
<ul style="list-style-type: none"> ● Excellent oral and written communication skills (including dealing with the media) to present to mixed audiences and the media. 	Application form Interview
<ul style="list-style-type: none"> ● Practical experience in facilitating change. 	Application form Interview
<ul style="list-style-type: none"> ● Budget management skills. 	Application form
<ul style="list-style-type: none"> ● The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle. 	Application form
<ul style="list-style-type: none"> ● This position is subject to a criminal records disclosure check. 	Yes
<ul style="list-style-type: none"> ● This is a politically restrictive position. 	Yes



Our leadership commitments

Each of us has a crucial role to play in helping meet the needs of residents, customers and communities and to ensure North Somerset Council is an effective, positive and collaborative place to work. As such we place as much importance on how our staff achieve our objectives and outcomes through demonstrating the right behaviours and values as what they do to achieve them.

Our behaviours framework sets out the attitudes and approach we expect from managers and staff: how we do things, how we treat others, what we say, how we say it and how we can expect to be treated.

Our values are:

- Being advocates for change and innovation.
- Working well together.
- Putting customers first.
- Getting things done.
- Acting with integrity and behaving responsibly.
- Demonstrating strong leadership.

To support our values we have agreed five key sets of behaviours for every member of staff regardless of their role or grade. There are additional behaviours expected of managers.



Conditions of service

Employment will be subject to the relevant national Negotiating Committee and any local conditions of service or local agreements adopted by the council. Any offer of employment will be subject to two references satisfactory to us (one from present or last employer) and satisfactory medical clearance from the council's Medical Adviser (you may be required to attend for medical examination).

Salary

The salary for this role is circa £105,000. Salary progression is linked to performance. Salaries are paid by Direct Bank Credit Transfer. Pay day is the last banking day of the month, except for December when payments will be made in the week preceding Christmas Day.

Probation

All new employees are subject to the completion of a satisfactory probationary period of six months.

Hours of work

Normal office opening hours will be from 8.45am–5pm Monday to Thursday, and until 4.30pm on Friday. You will be required to carry out the duties of the post during such hours as may be necessary to meet the needs of the service/organisation or during such hours as may be reasonably required.

Annual leave

You will be entitled to 31 days annual leave plus Bank Holidays and an extra day agreed by the Authority to be taken at Christmas on a day determined by the Authority. An additional five days' annual leave will be awarded after five years' continuous service in local government.

Place of primary work

The Council has two main offices, one situated in Weston-super-Mare and the other in Clevedon, 11 miles apart. You may be required to work at either offices or at any other location in the area.

Pension

All employees are automatically admitted to the Local Government Pension Scheme from the day of appointment. It is possible to opt out of the Scheme and the successful candidate will receive further details regarding pension choices.

Relocation

A relocation allowance of up to £8,000, if appropriate.

Politically restricted post

This is a politically restricted post under the 1989 Local Government and Housing Act or any re-enactment thereof.

Trade union membership

The council recognises the rights of individuals to belong to appropriate trades unions and supports the principle of collective bargaining by employer and employee representatives.

Whole-time service

The postholder will be required to devote their whole-time service to the work of council and must not engage in any other business or take up any other additional appointment without the express consent of the council

These conditions of service are for guidance only and do not form part of a binding contract.

An opportunity to answer any queries you may have will be given at interview. However, if you require any further information at this stage, please contact Paul Morris, Head of Performance Improvement and HR, on **01934 634 969** or email: **paul.morris@n-somerset.gov.uk**.

About North Somerset

North Somerset is part of the South West of England and situated on the M5 corridor. It extends from the edge of Bristol and the River Avon in the North, to the River Axe and the Mendip Hills in the South.

North Somerset is an area of contrasts from a coastline made up of cliffs and sandy beaches, to beautiful countryside with wooded hills, open moorland, wetlands, rhynes, reed beds and rich pasture land, with two thirds of the area greenbelt or an area of outstanding natural beauty.

There are many district communities within the area which includes 35 rural parishes and the four towns of Weston-super-Mare, a large seaside resort; Clevedon, a Victorian seaside town, Nailsea, a new town built around the original village; and Portishead, a seaside town with its own marina and views across the River Severn and the two Severn Bridges.

North Somerset Council plays an important role in the life of the communities within the area and provides services to around 201,000 people in partnership with the private and public sectors, the voluntary sector and local people. The majority of our employees work from two bases in Weston-super-Mare and Clevedon.

North Somerset has a reasonably broad economic structure supporting defence, engineering, food processing, printing and packaging as well as agriculture, catering and the care industry. Tourism makes a significant contribution to the economic well-being of the area.

There are excellent roads and rail links to Bristol and London, and to Devon and Cornwall and the south west. Air transport is available at Bristol International Airport, which is situated in the North Somerset area, and there are port facilities at Royal Portbury Dock, which has contributed to attracting many new businesses to the area.

The council's headquarters are situated in Weston-super-Mare, conveniently placed within walking distance of the shops, other town centre facilities, the railway station and bus stops. Weston-super-Mare is one of the premier holiday resorts in the West Country, and is the largest town in the area. It offers a large range of shops and restaurants that offer dishes from virtually every corner of the world. Local schools provide high standards of education, and there is a wide choice of housing in the area, both in the towns and surrounding villages.



North Somerset area map



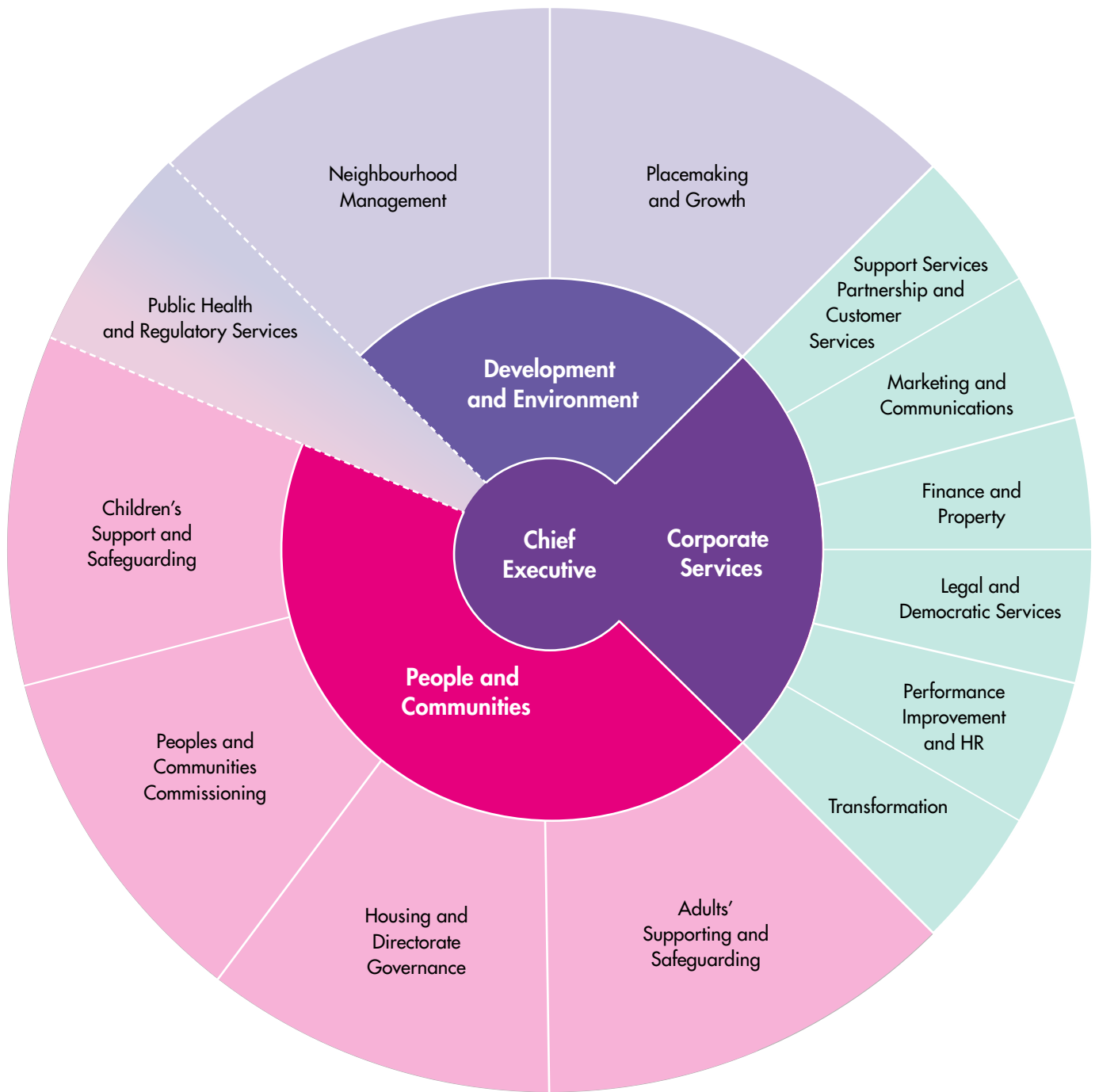
Benefits of working for North Somerset Council



Editorial credit: / Shutterstock.com

- Attractive area to live and work. Excellent schools and first class road, rail and air links.
- Competitive salary.
- Excellent pension scheme.
- Generous annual leave entitlements.
- High-quality supervision and support.
- Excellent training and development opportunities.
- Bicycle salary sacrifice scheme.
- Ability to influence strategy and practice.
- Relocation allowance.
- Family friendly policies including childcare benefit scheme.
- Employer committed to equality and diversity.
- Employee assistance programme and occupational health support.

North Somerset Council organisational structure



Public Health Function

North Somerset Council is a unitary authority responsible for a population of some 212,000 people.

Whilst, overall, most health and well-being measures for the area are better than average, there are substantial health inequalities with differences in life expectancy at birth of some 10 years between those people living in the most affluent and the most deprived areas (which are predominantly in and around the area of Weston-super-Mare).

North Somerset is also home to a higher proportion of people aged over 65 years than nationally (23.5% vs 17.9%).

There are therefore significant public health challenges to manage including both health inequalities and the increasing prevalence of long-term conditions.

The public health team both provides and commissions services. The Director of Public Health's remit has recently expanded to include both drug and alcohol services and regulatory services. A reorganisation of the team to enable greater integration with other council functions to develop the organisation's health improvement and health protection roles is currently planned.

The public health team lead, commission and deliver health improvement programmes such as healthy child programme, NHS health checks, weight management and physical activity, smoking cessation and tobacco control initiatives, public mental health and suicide prevention.

The team play a strong role in strategic partnerships with health and social care organisations to maximise population health benefits

A flavour of the scale and breadth of the Public Health Function are:

- Support over 5,000 people at risk of ill health through our physical activity initiatives
- Offer support to people who want to stop using drugs, alcohol or tobacco including providing educational information to schools and colleges

- Issue over 2,500 licenses a year
- Commission and manage a variety of large and complex contracts
- Deal with around 1,000 dog and other animal issues per year

Our Projects include:

- Preventing cancer by maintaining good coverage for all our cancer screening programmes and the HPV vaccination programme
- Developed a North Somerset Public Mental Health strategy and action plan.
- Your Neighbourhood Asset Based Community Development project working with communities to promote health and wellbeing in the Weston-super-Mare area
- Local support to stop smoking service had the highest proportion of smokers having a quit attempt in the South West
- Almost 600 people took up the offer of testing their lung function as part of a targeted 'love your lungs' campaign delivered in partnership with the British Lung Foundation

And much, much more



Guidance notes for completing your application form



The following information will assist you in your job application. Please read carefully.

If you would like this information in an alternative format, for example, large type, braille, audio, or another language please call **01275 888 866** or email hrscenquiries@n-somerset.gov.uk

Making an application

Applications can only be made for a specific advertised vacancy. We advertise our vacancies on the council website. Our preferred method of application is online. You can view jobs and apply at www.nsomerset.gov.uk/jobs

If you are unable to apply online then you can email hrscenquiries@n-somerset.gov.uk, or call **01275 888 866** giving your name, address, telephone number and the job title and reference number and we will send an application pack to you.

Completing the application form

Applications should be typewritten or completed legibly in black. There will be a short application form to complete which you will need to submit with your CV. We want to try and make sure that everyone applying for a job has a fair chance and your application is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible and include an up to date CV. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the Human Resources Service Centre (HRSC) who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you submit your application so it is received before the closing date. The closing date will be stated on the advertisement.

Finally, **do not forget** to confirm you have read the declaration and date your application form.

Step one – personal details

Please enter your personal details on this page. Complete the contact details fully as we may wish to contact you about your application. Please indicate which address is your mailing address, especially if you have more than one address. Note that these details are held securely and comply with the Data Protection Act and will not be passed on to any third parties.

Step two – CV

Please submit your application as part of your application. Please ensure that it includes any relevant information regarding qualifications, employment information and training. The CV will be reviewed alongside your supporting statement for shortlisting.

Step three – supporting statement

Every advertised job has a job description and a person specification, or, a job family document.

Job description and person specification

The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed. The panel decide who to invite for an interview by comparing what you tell them in your application form with what was asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list criteria which are:

- **Essential** for example, the minimum skills, qualifications or experience which you must have in order to do the job.
- **Desirable** these are not essential but are additional to the minimum requirement to do the job.

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to help them decide who to select for the next stage of the selection process.

Job family

This document outlines the typical activities of the job and the knowledge, skills and qualifications required. The panel will use the knowledge, skills and experience section to shortlist for the position. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in this section.

Supporting statement

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based – it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

Please be aware that there is a 9,000 character limit for this section if applying online.

Step four – additional information

Please tell us on your application form where you first saw the job advertised. If you have applied online there will be a drop down list for you to choose from. If you, a partner or family members have interests that may conflict with your employment, then you must disclose it here. This can be professional or financial. Failure to do so may result in you being disqualified from the post.

Step five – references

If you are offered a job, we will take up references before your offer of employment is confirmed.

Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous/most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Online applications only – please indicate which is referee one and which is referee two using the reference type field.

Step six – additional support

Disability

We are committed to the employment of people from all areas of the community. North Somerset Council works within the 'Disability Confident Scheme'. This means that if you identify yourself as disabled in line with the Equality Act definition and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, we will guarantee you an interview. We will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Defining a disabled person

A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.



Impairment

This includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are expressly protected as disabled people.

Substantial adverse effect

Something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

Long-term effect of an impairment

One which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

Normal day-to-day activities

Activities which are carried out by most people on a fairly regular and frequent basis including: using a telephone, reading a book or using public transport. Some examples of difficulties in carrying out normal day-to-day activities include: difficulty in going up and down steps, loss of control of the bowels, inability to give oral basic instructions to colleagues, total inability to distinguish colours. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

Severe disfigurement

Is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Step seven – declaration

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

The council has a number of jobs that require a disclosure check and successful applicants will be subject to a Criminal Records Bureau (CRB) disclosure check for any such job. If this applies, it will be stated in the advertisement. Please indicate you have read the declaration and print your name. You will not be able to submit your form until all mandatory fields are completed.

Step eight – monitoring for equality

The completion of this section is voluntary. We only use it for monitoring purposes.

Information for applicants for positions involving working with children or vulnerable adults

The position for which you have is exempt from the Rehabilitation of Offenders Act 1974. If you are successful at interview and provisionally offered employment, you will be required to complete a Disclosure and Barring Service application form which will be passed to the Disclosure and Barring Service for a record search. Any information received from the Disclosure and Barring Service will be treated in the strictest confidence and will be destroyed after use; in accordance with the Disclosure and Barring Service Code of Practice on the Storage and Handling of Disclosure Information (a copy of the council's Storage and Handling of Disclosure Information Policy is available on request).

Having a criminal record will not automatically exclude you from employment unless it is considered that the conviction is relevant and renders you unsuitable for appointment to the post applied for. In reaching this decision, factors such as the nature of the offence, how long ago it was committed and how old you were at the time will be taken into consideration. However there are certain council positions working with vulnerable groups where it is unlawful for the council to recruit people with certain convictions or where they have been included on certain Government lists* for example, Protection of Children Act List, List 99 or Protection of Vulnerable People List.

Failure to declare that you have a conviction (spent or unspent) may disqualify you from appointment or may result in your dismissal if a discrepancy subsequently comes to light following your employment.

If you have a criminal record and are unsure as to whether you are required to declare this in relation to your application, further guidance is available by contacting the HR Service Centre. Call **01275 888 866** or email hrcenquiries@n-somerset.gov.uk (the recruiting manager). **This will not be part of the interview process.**

***Please note that under the Protection of Children Act 1999, the Care Standards Act 2000 and the Criminal Justice and Court Services Act 2000 it is a criminal offence if an individual who is disqualified from working with children or vulnerable adults knowingly applies for, offers to do, accepts or does any work with children or vulnerable adults. Similarly it is a criminal offence for the council to offer a child care position or a position working with vulnerable adults to a 'disqualified' person. In signing the 'Declaration by applicant' section in the application form you are confirming that you are not disqualified from working with either children or vulnerable adults.**



Policy statement on recruitment of ex-offenders

North Somerset Council is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children and vulnerable adults.

People with criminal records applying for positions (paid or unpaid) with the council should be treated according to their merits and to any special criteria of the position (for example, caring for children and vulnerable adults, which debars some in this category).

North Somerset Council will ensure that as a 'Registered Body' it observes the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. All applicants for positions with the council will be provided with a copy of the council's Policy Statement on the employment of Ex-Offenders and will also be made aware of the existence of the DBS Code of Practice on handling Disclosures, a copy of which will be provided on request.

The council will ensure that all staff involved in the recruitment process are suitably trained to identify and assess the relevant of criminal offences and to take appropriate action.

For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the council's policy to ask applicants questions about criminal records to ensure that people are not inadvertently placed in vulnerable positions within the council. For certain positions working with children or vulnerable adults applicants will also be required to declare any 'spent' convictions as defined by the Rehabilitation of Offenders Act 1974.

Having a criminal record in itself should not necessarily prevent a person from being appointed to any post, unless the offence statutorily debars the person or renders the person unsuitable to work with children or vulnerable adults. Where it is felt, however, that an offence might mean that the person presents a risk then that person should not be appointed.

If an applicant reveals a criminal record and/or other information which could render the applicant potentially unsuitable then the 'responsible' recruiting manager will arrange to discuss the Disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant. Following this consultation the recruiting manager is required to contact the Human Resources Service and arrange to discuss the application in the light of the information disclosed by the DBS and the applicant before a recruitment decision is made and confirmed to the applicant. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of employment/non-employment arrangement.

Immigration, Asylum Nationality Act 2006

Preventing illegal working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:

- if you have an ongoing right to work in the UK – the original document(s) detailed in List A
- **OR** if your leave to enter or remain in the UK is time-limited – the original document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out on an annual basis.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.



European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria*	Hungary*	Poland*
Belgium*	Iceland	Portugal*
Bulgaria**	Ireland*	Romania**
Cyprus*	Italy*	Slovakia*
Czech Republic*	Latvia*	Slovenia*
Denmark*	Liechtenstein	Spain*
Estonia*	Lithuania*	Sweden*
Finland*	Luxembourg*	United Kingdom*
France*	Malta*	
Germany*	Netherlands*	
Greece*	Norway	

* Those marked are also members of the European Union.

** Those marked are free to come and work in the UK but will need to apply for an accession worker card, unless exempt, from the Home Office. In addition some categories of employment will also require a work permit. Work cannot commence until requirements are fully met.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

List A

Original documents to provide (if you have an ongoing right to work in the UK)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

If you provide one of the documents above there is no need to provide any documents from List B.

List B

Original documents to provide (if your leave to enter or remain in the UK is time-limited)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Information about all council services is available in other formats on request.

Publications, leaflets, strategies and other documents are all available in large print, audio, easy read and other formats.

Downloadable documents from our website can also be made available as plain text files and emailed to you.

Help is also available for people who require council information in languages other than English.

To request information in an alternative format please call **01275 888 866** or email hrscenquiries@n-somerset.gov.uk