


GLPC Job Description

	Job Title	Apprentice
	Directorate	Community Wellbeing
	Department	Public Health
	Grade	Apprentice
	Reports to	Consultant in Public Health
	Staffing Responsibility	None

Job Purpose:

Public health contributes to reducing the causes of ill-health and improving people's health and wellbeing through:

- protecting people's health (for example from environmental or biological threats, such as food poisoning or radiation)
- improving people's health (for example by helping people quit smoking or improving their living conditions)
- ensuring that our health services are the most effective, most efficient and equally accessible
- academic public health which builds the evidence on which all public health activity is based

The Public Health Apprentice (PHA) will work across the Department of Public Health at Brent Council. The role is to help the Department improve and protect the health and wellbeing of individuals, groups, communities and populations.

The PHA will be finely driven by a series of learning objectives spanning the full range of Public Health Duties. The PHA will be supported to meet the learning objectives which should enable the PHA to submit a portfolio of evidence to the UKPHR to register as a UKPHR Public Health Practitioner.

The post holder will join a small but highly specialised team. The role will experience the full range of Public Health duties by supporting the projects under the responsibility of the senior members of the public health team. The post holder will work in conjunction with a wide range of professional groups and organisations (statutory and non-statutory). S/he will work closely with local partners to develop and implement programs.

The post holder will be expected to work across a wide variety of settings within the community and may be required to work occasional evenings and weekends.

The PHA will undertake an Apprenticeship training programme as an apprentice and successfully complete it. They will be expected to undertake

- To develop knowledge of the service and its users.
- To respond to customers and clients as required ensuring that all enquiries are processed within agreed service delivery standards.

- To work towards and complete your learning modules as a part of your apprenticeship programme.
- To participate actively in your own development plan as agreed with the line manager and training provider assessor / development coach.
- Duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
- Any other duties commensurate with the general level of responsibility of this post and in-line with the Apprenticeship.
- To adhere to the HR policies & procedures.
- To follow the Brent code of conduct on behaviours, and represent Brent at all times onsite and off-site.

Job Context (Key outputs of team / role)

- To help administer and manage key programmes of Public Health activity as required.
- With the support of the Public Health Team to design, administer and conclude consultation events, surveys and focus groups.
- To promote services across the Borough, through the development and delivery of marketing campaigns.
- To identify, develop, implement and evaluate Health Improvement programmes relevant to local and national priorities.
- To work flexibly throughout Public Health, the Council, CCG and Health and Care partners as required.
- To detail and enter clinical information or data onto applications.
- To understand data and sources of information and convey this in a suitable format for a variety of audiences.
- To support service in delivering key performance indicators and activity.
- Contact clients via telephone to obtain follow-up information.
- On an ad-hoc basis and after an appropriate induction period to Deputise for other staff in the Department.

Generic Duties

- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities
- To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture.
- To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice.
- To ensure compliance with the council's information security policies and maintain confidentiality.
- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

Principal Accountabilities and Responsibilities:

1. Participate in a variety of projects set by the needs of the customers and service.
2. To create, update and maintain systems, files and records
3. Maintain and support project deliverables.
4. Respond to enquiries, update documents and records using Microsoft office (Word , excel) Share point and Systems, Applications & Products (SAP) in Data Processing

5. Ensure all transactions are compliant with contracts, raise purchase orders with authorisation and keep accurate records
6. Support procurement of goods and services when required
7. Maintain high levels of confidentiality and observe General Data Protection Regulation (GDPR)
8. Schedule and arrange events and meetings, and provide IT support
9. Additional duties as required - research, mailing, handling calls
10. Promote use of best practice.
11. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.
12. Undertake any other duties commensurate with the general level of responsibility of this post and in-line with the Apprenticeship standard.

DBS Status	Enhanced
Politically Restricted	No

Person Specification

<p>Qualifications and Professional Membership requirements:</p> <p>GCSE Maths & English Grade C or level 4 and above.</p> <p>2 A'levels as a minimum</p>	<p>A / T / I</p>
<p>Knowledge (please specify all essential criteria):</p> <ul style="list-style-type: none"> • An understanding of the diversity of Brent as a borough • Basic understanding of the role of a local Authority • Basic IT skills. Familiar with Microsoft word, excel and power point. • Good English and maths. • Team-Oriented: A willingness to help out. • Ability to work well in a group and in a flexible environment. Aware of the strengths of others and works to meet the needs of the group as a whole • Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people. • Adaptable and Flexible: Embraces change; and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt. • Honesty and Integrity: although an integral part of all positions, this role involves a high level of transparency and the ability to work to high ethical standards/ strict financial regulations. • Hardworking, motivated and resilient. Willingness to take initiative working autonomously, and through teams. • Willingness to try new things and new ways of doing things. • Willingness to learn about policy, systems and practice in Local Authorities, the NHS and Voluntary and community sector. 	<p>A / T / I</p>
<p>Experience (please specify all essential criteria):</p> <ul style="list-style-type: none"> • You will also need to have an interest in local government and the delivery of public services. • You need to have a flexible and positive approach to work as well as being reliable, punctual and willing to learn. • Excellent verbal and written communication skills; confident in writing emails, contributing in meetings and briefing senior officers. • Strong problem solving and decision making skills. • Effective time management skills – you'll be able to work independently and prioritise your work; • Technical skills (as relevant to the role) • Practical experience of working with 'stakeholders' (these are other people or organisations with an interest in the project or work). 	<p>A / T / I</p>

<p>Skills and abilities:</p> <ul style="list-style-type: none"> • Organised: Comes in on time and delivers projects on time. Able to prioritise and manage a range of tasks at once. Attention to detail. • Ability to prioritise sensibly when faced with several tasks • Analytical: Draws conclusions that are sensible given the information available. Understands graphs and charts. • Ability to consider problems carefully and offer creative solutions. • Computer literate – ability to use Microsoft Word, willingness to learn Excel • Understanding of an apprenticeship and have the ability to learn • An interest in developing a career within your chosen apprenticeship • Experienced in demonstrating interpersonal skills with ability to communicate effectively in written and spoken English in a busy work place. • Team work • Motivation and commitment • Ability to remain calm and positive 	<p>A / T / I</p>
<p>List desirable criteria:</p> <ul style="list-style-type: none"> • Ability to develop and maintain effective working relationships with colleagues, internal and external partners and the public • Experienced in demonstrating interpersonal skills with ability to communicate effectively in written and spoken English in a busy work place. Organised and ability to prioritise tasks according to needs, follow detailed instructions, with minimal supervision. 	<p>A / T / I</p>