

## Job Description

<b>Job title</b>	Health Protection Practitioner (Level 2)
<b>Group</b>	Health Protection Operations
<b>Accountable to</b>	To the relevant registering/regulatory body
<b>Division/Directorate</b>	Places and Regions
<b>Pay band</b>	CS Grade SEO
<b>Base/location</b>	With regular travel within the geographical area of responsibility and travel elsewhere/nationally as maybe required by the post.
<b>Hours per week</b>	37.5 hours per week (part-time, job share, or flexible working will be considered)
<b>Job type</b>	Permanent / Fixed Term
<b>On call required</b>	Dependent on role

### 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

The post holder will be part of the multi-disciplinary team contributing to the day to day provision of the health protection function, including the management of infectious and environmental hazards and contributing to the response to major incidents. They will use specialist knowledge and skills to undertake case management, liaise with, and provide health protection advice and response across a range of partner organisations, professionals and the public. They will actively contribute to the wider provision and

development of the health protection function, including the development, training and supervision of others within the team. The post holder will also develop areas of expertise within programmes, working with relevant leads to take this work forward.

The post holder will undergo a programme of on-going development and education to build on existing knowledge and develop skills to provide specialist health protection advice and meet competencies required to undertake the role.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **RESPONSE**

1. Contribute to and support the day to day running of the acute response function to ensure high quality, safe and effective delivery of the health protection service.
2. Provide first point of contact specialist knowledge, support and advice to health professionals on health protection matters.
3. Undertake initial assessment and management of routine acute response work and non-complex incidents.
4. Escalate and support the management of complex incidents and outbreaks of infectious diseases and non-infectious environmental hazards as appropriate.
5. Manage and carry out continuing responsibility for a caseload ensuring accurate, up to date records of contacts/action by completion of relevant records and compliance with team handover procedures, in line with UKHSAs standards for record keeping.
6. To utilise an evidence based approach to manage clinical/professional advice and discussions within the team, seeking senior advice as/when appropriate.
7. Support and participate in the team's formal case review process.
8. Contribute to and where required lead under supervision the ongoing longer term management of issues relevant to a defined geographical area.
9. Contribute to the UKHSA response during incidents in line with UKHSAs Emergency Planning and Resilience Response (EPRR) arrangements as part of the region's responsibilities under the Civil Contingencies Act.
10. Contribute to and support the UKHSA regional input into Emergency Planning arrangements.
11. May be required to participate in a local on call rota at regional level as required.

### **SURVEILLANCE**

1. Contribute to the development and maintenance of effective systems for the surveillance of communicable disease and environmental hazards.
2. Contribute to the use of surveillance outputs to inform and influence local and national Public Health actions, policies and strategies.
3. Support identification and reporting of health needs, health inequalities and health impact assessment.

### **PARTNERSHIP WORKING**

1. Through activities delegated by line management, support the development of key relationships with a wide range of individuals and stakeholders attending meetings, networks etc as appropriate to role.
2. Deal with at times, challenging and/or conflicting subject matter problems in day to day work load meetings and one to one communications referring/escalating to line management as appropriate.
3. Contribute to and support the development and implementation of initiatives for public health action and improvement.

### **RESEARCH, TEACHING AND TRAINING**

1. Contribute to research activity to complement the health protection evidence base.

2. Contribute to the development and delivery of teaching resources and activities across a range of audiences with support from senior lead as appropriate.
3. Support the training programmes for Foundation Year Doctors and Specialist Trainees in the Faculty of Public Health training scheme as appropriate, and to the training of public health and health care professionals and practitioners within the locality as requested by line management.
4. Provide clinical/professional supervision and mentorship as appropriate to role.

## **MANAGEMENT AND LEADERSHIP**

1. To act as role model adhering to team professional standards.
2. Support the development of policies and protocols for a wide range of health protection issues.
3. Contribute to and undertake audit as part of a wider programme of quality/service improvement activity.
4. Contribute to specified quality improvement and governance initiatives as agreed.
5. Undertake line management responsibilities as agreed.
6. Support and contribute to the development of joint plans and system wide priorities for public health action or improvement.
7. Lead projects and support defined areas of work as agreed with line manager e.g. on specific communicable diseases, non-infectious environmental hazards, quality and training issues.
8. Ensure compliance with all confidentiality and governance requirements within the team.
9. Proactively contribute to wider organisational development.
10. Contribute to the strategic work of the locality/patch based health protection team and deputise where appropriate.
11. Contribute pro-actively to the development and 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 CPD, including statutory and mandatory training, in accordance with the relevant regulatory body and UKHSA requirements.
3. Support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring (if undertaking line management duties).
4. Agree individual clinical / professional supervision or mentorship arrangements with line manager.
5. Undergo a programme of on-going development and education to build on existing knowledge and develop skills to meet competencies required to undertake the role.
6. To be aware of CS and KSF competencies and to be working to them as appropriate.

## **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 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

- Local Authorities
- Local NHS, including commissioners and providers
- Community and Voluntary Sector
- Other Government Agencies
- Local Resilience Fora and Local Health Resilience Partnerships
- Care Homes
- Healthcare Professionals
- Local Prisons

## Person specification

Description	Essential	Desirable	Assessment
<b>Qualification</b>			
First degree (Health Related) or demonstrable equivalent experience	√		A/I/C
Working towards registration with an appropriate health or science related professional body	√		A/I/C
Professional Public Health qualification and registration e.g. Specialist Community Public Health (SCPHN) part of the NMC Register or UK PH Register for practitioners		√	A/I/C
Master's in Public health, or higher degree in a related subject, or evidence of relevant CPD in Health Protection with documented experience at master's level practice		√	A/I/C
Recognised teaching qualification, e.g. ENB 998/PGCE or NVQ Level 4 Certificate in education or equivalent experience		√	A/I/C
Recognised qualification in Infection Prevention and Control or demonstrable equivalent experience		√	A/I/C
<b>Knowledge and experience</b>			
Post registration experience as a practitioner in a related field	√		A/I
An understanding of and ability to work under the current Health and Social Care Act ( e.g. safe guarding vulnerable adults; data protection, information governance)	√		A/I
Experience of building and developing effective stakeholder relationships	√		A/I
Experience of risk management and associated reporting	√		A/I
Sound knowledge of the principles of health protection		√	A/I
Proven experience of undertaking and completing projects on time and within complex and challenging environments		√	A/I
Experience of working in community settings and with health care providers		√	A/I
Experience of designing and implementing internal processes and procedures for service improvement e.g. governance standards, audit etc		√	A/I
Experience of managing others in a managerial or supervisory role including performance management and appraisal and development		√	A/I
Experience of business planning including budget management and financial processes		√	A/I
Knowledge of project principles, techniques and tools such as Prince 2 and Managing Successful Projects		√	A/I
<b>Skills and capabilities</b>			

Effective verbal, written and presentation communication skills; capable of constructing and delivering clear messages accurately for a range of audiences	√		A/I
Excellent planning and prioritisation skills and ability to manage competing demands	√		A/I
Proven ability to problem solve whilst working in an unpredictable environment, often under pressure and to tight timescales	√		A/I
Ability to demonstrate initiative and work independently with minimum supervision	√		A/I
Ability to work collaboratively across teams, disciplines and organisations demonstrating respect and consideration for the role/ skill(s) of others	√		A/I
Ability to analyse and interpret information in an effective manner to recommend an appropriate course of action to address the issue(s)	√		A/I
Proven ability to work with quality improvement and governance frameworks	√		A/I
Ability to effectively engage with others to influence and negotiate for positive outcomes	√		A/I
Proficient in the use of Microsoft Office including Word, and Excel	√		A/I
Evidence of ongoing CPD and committed to self-development	√		A/I
Able to develop, interpret, implement and evaluate policies		√	A/I
Proven capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly		√	A/I
<b>Equality and diversity</b>			
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
<b>*Assessment will take place with reference to the following information</b> <b>A = Application form                      I = Interview                      C = Certificate                      T = Test</b>			

### Civil Service Success Profiles / Civil Service Competency Framework 2012-2017

As a civil servant your performance and appraisal will be assessed against the civil service core competencies or success profile elements detailed below:

#### **(Text to be removed from JD –**

If the [Civil Service Competency Framework](#) is to be used - The framework outlines ten competencies, which are grouped into three clusters. **A minimum of one competency should be picked from each cluster. It is anticipated that no more than 5/6 in total should be used.**

<b>Strategic cluster – setting direction:</b>	<b>People cluster – engaging people:</b>	<b>Performance cluster – delivering results:</b>
1. Seeing the big picture 2. Changing and improving 3. Making effective decisions	1. Leading and communicating 2. Collaborating and partnering	1. Achieving commercial outcomes 2. Delivering value for money 3. Managing a quality service

	3. Building capability for all	4. Delivering at pace
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If the [Civil Service Success Profiles](#) are to be used a minimum of 2 elements should be identified for selection. Whilst behaviours may not be chosen for selection, a minimum of three behaviours should be identified as being relevant to the role to support the performance and appraisal process.

## 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 \(ukhsa.gov.uk\)](#)

### 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 adult's awareness training, additional training and supervision regarding child protection relevant to their position and role.