

## JOB DESCRIPTION

<b>Job Title</b>	Team Manager - Specialist Public Health Nurse		
<b>Directorate</b>	Public Health		
<b>Reporting to</b>	Service Manager - PHN Operations		
<b>Grade</b>	9		
<b>Evaluation ref:</b>	AG1024	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>Provide effective leadership to all members of the Public Health Nursing.</p> <p>Be aware of the indicative budget and monitor and control the effective use of resources.</p> <p>Prioritise work and to manage time effectively by utilising individuals' skills, knowledge and competencies.</p> <p>Supervise staff, undertake regular appraisal and the development of individual Personal Development Plans.</p> <p>Lead on the recruitment and selection of staff.</p> <p>Participate in multidisciplinary audits across health boundaries as and when requested. Be aware of, and abide by, organisational and professional policies, standards and quality assurance initiatives. Ensure that all Public Health practice is research-based and delivered to an agreed standard. Recommend and initiate improvements in service delivery to clients and to implement changes in practice, where appropriate. Provide and participate in caseload management and supervision in line with best practice policy and guidelines.</p>			
<b>Responsibilities</b>			
<p>Attend, contribute and lead on work streams as part of the Public Health Nursing Management Meetings and Public Health Nursing Best Practice group. Undertake the role of Team Leader for a designated locality and disseminate new practice and research to the workforce.</p> <p>Provide leadership and management to a Public Health Nursing team covering a defined geographical area and provide comprehensive needs led public health service to the local population. The team will consist of Specialist Public Health Nurses, Community Staff Nurses, Assistant Practitioners and administrative support.</p> <p>In partnership with the Specialist Practice Teachers take the lead role within the team in the assessment of highly complex and changing health needs, e.g. children with a child protection plan, in need and with complex medical needs.</p>			

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Work in partnership with locality colleagues, to develop, deliver and evaluate services, which reflect the priorities within the public health services, and local needs assessment such as tackling inequalities and vulnerable groups.

Manage and co-ordinate Teams to deliver skilled and effective care in order to promote positive health outcomes and respond to identified individual client and public health needs.

Lead and co-ordinate the delivery of the Healthy Child Programme 0-19 years to a defined population. Co-ordinate and support the team, monitor the health outcomes and delivery of the programme.

Work within the Public Health Nurses Service Competency Framework using appropriate skills and resources and support the delivery of a high-quality standard of practice and continual personal development.

Lead the recruitment and the appointment of staff, appraisals, maintenance of discipline, and supervision within defined geographical area.

Work with the Service Manager – PHN Operations to ensure financial balance is achieved.

Support the Service Manager to monitor and improve mandatory training rates, activity returns, breastfeeding data and completion of Children in Care review health assessments and other reporting requirements in order to achieve key performance targets

Ensure that all nominated staff have an annual appraisal and a personal development plan and adhere to clinical policies through audit, training and development.

Support the Service Manager in managing difficult staffing issues, including staff absence and staff sickness.

Work with the Service Manager to ensure that appropriate clinical support is available to all public health nursing staff across the area and, when appropriate, carry out clinical supervision.

Support the Service Manager with workforce and skill-mix planning based on the needs of the service and to implement all organisation policies and procedures.

Chair staff Area meetings and client allocation meetings as delegated by the Service Manager.

Promote patient/client involvement in planning and developing services.

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Contribute to the development and implementation of evidence-based practice in order to set and monitor standards.

Support the Service Manager to develop practice within teams in order to support staff to meet nationally and locally identified health priorities.

Work with the Service Manager and other specialist roles such as Practice Teachers; Public Health Specialists to identify training and development needs of the workforce and develop action plans to support learning and development of the workforce.

Act as Deputy or representative for the Service Manager by attending meetings as appropriate and requested.

### Impact

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
An awareness of the Directorate structure and management structure of the organisation and able to work across Directorates with Key Stake holders.	E		
Demonstrate working knowledge of the Public Health and Preventative Strategy and awareness of relevant national and local policies relating to Public Health Nursing.	E		
Working knowledge of child and adult protection procedures and policies.	E		
Maintain records as per NMC Guidelines/local policy.	E		
Understanding of quality standards and audit.	E		
<b>Experience</b>			
Experience of working across organisational boundaries.	E		
Proven clinical and managerial leadership ability.	E		
Experience of providing high quality effective services within resource limits.	E		
Experience of delivering services within a performance management framework and of developing and implementing action plans in order to meet specific national and local targets.	E		

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Experience of serviced based problem solving.	E		
Able to provide robust leadership by empowering staff and supporting staff.	E		
Able to undertake staff appraisals/supervision and development.	E		
Able to work as part of a management team.	E		
Experience of delivering care in a community setting and providing a range of diverse services.		D	
Experience of supporting staff and developing staff members and active performance management.		D	
Experience of audit.		D	
<b>Qualifications / Registrations / Certifications</b>			
Registered professional.	E		
Educated to Degree level or equivalent.	E		
Evidence of continuing professional development.	E		
Leadership experience.		D	
<b>Skills</b>			
IT Competent.	E		
Excellent interpersonal skills – influencing, negotiating and communication (written and verbal) skills, across all levels both inside and outside the organisation to assess and interpret complex situations.	E		
Able to deliver to targets and deadlines.	E		
Aptitude and confidence for working with a rapidly changing environment.	E		
Supportive and able to foster an open and learning culture.	E		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	E		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position			

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### Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 30<sup>th</sup> May 2024