



JOB TITLE:	Public Health Apprentice		
GRADE:	Apprentice Rates (Degree Apprenticeship)	SERVICE AREA:	Public Health
REPORTS TO:	Senior Public Health Programme Development Manager (Mental Health and Wellbeing) Day-to-day supervision is by the Senior Public Health Programme Development Managers on a rotation	LOCATION:	Working from home / Walsall Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • This vacancy is exempt from the Rehabilitation of Offenders Act • Enhanced DBS check will be undertaken. • 6 hrs per week will be spent at the University of Coventry • Observance of the Council's Equal Opportunities Policy will be required. • This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English. • Your designated place of work will be the Civic Centre. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term. 		

The central aim of the Public Health Service in Walsall is to protect and improve the health of residents, improve healthy life expectancy, and reduce health inequalities. The team works with key internal and external partners to fulfil the public health duties placed upon the Council and its partners. This requirement involves striving to help people and communities to maximise their potential for a healthy, happy, and productive life to live healthier for longer. As Public Health practitioners, apprentices will focus on health at the community and population level, assessing and managing disease risk and preventing ill health and premature deaths.

1. Main purpose of the job role:

Public health practitioners are a vital part of the overall public health workforce and greatly influence the health and wellbeing of individuals, groups, communities, and populations. Public health practitioners work across the full breadth of public health, from health improvement and health protection to health information, community development and healthcare public health.

The Public Health Practitioner Apprentice opportunities aim to maximise the learning and development of the post holder in line with Public Health Practitioner standards while also meeting the requirements of the following 6 Public Health areas of work in Walsall:

- Children and Young people
- Health Improvement

- Mental Health and Wellbeing
- Health inequalities and substance misuse
- Health Protection and Health Care
- Sexual Health

The Public Health Apprentice role include working across the breadth of Public Health work areas and completing a bachelor's degree. Public Health Apprentices will be expected to:

- Complete 2 cycles of 6-month rotations across each of the above workstreams
- Attend the University of Coventry to gain relevant qualifications that support delivery against the PH Skills framework.
- Evidence of their learning through an evidence-based Public Health Portfolio, in line with the Public Health Practitioner standards and PH skills and knowledge framework.
- Contribute to the audit/evaluation of the scheme as and when required.
- Be part of a more comprehensive learning network and meet with others to share knowledge and learn.
- Public Health Apprentices will receive a mentor who regularly meets the post holder and the line manager.

2. Role specific duties and accountabilities:

Responsibilities will change and evolve based on emerging priorities and business needs.

The duties and accountabilities of apprentices will include the following:

- Supporting the Public Health service through a range of engagement and communication activities to promote services available to the community and individuals, to engage them in making greater use of the facilities, materials or services provided, and to achieve equitable health outcomes between different communities and groups.
- activities will be geared towards them meeting the practitioner standards
- Working in partnership with a wide range of stakeholders establishing relationships to support the delivery of agreed priorities and outcomes for Walsall residents.
- To contribute to planning and organising events, workshops and engagement sessions and delivering a range of activities and services within Public Health as and when required.
- Supporting the commissioning of services by reviewing guidance around current practice, contributing to the development of service specifications, assisting in supporting the monitoring and evaluation of existing services
- Supporting the collection, organisation and analysis of data and information from various sources to inform Public Health activity, including conducting evidence reviews, evaluations, and interpreting qualitative and quantitative data.
- Supporting the design, planning, initiation, implementation development and management of projects and health interventions, including producing and maintaining action plans
- Contributing to and writing/undertaking reports, briefing documents and presentations relating to Public Health programmes
- Support the design and delivery of communication plans with stakeholders and partners.
- Attending meetings associated with tasks or projects allocated.

- Organising programme meetings, taking meeting minutes, and assisting with follow-up actions.
- Assisting with public health service audits as appropriate.
- Acting autonomously within the scope of the role, within the limits of their competence and supported by the Senior Public Health Managers seeking advice when needed.
- Managing their own workload and the prioritisation of activities.
- Working flexibly to meet the changing needs of the public health team.

Learning

This apprenticeship offers another entry route to becoming a public health practitioner. The apprenticeship opportunity provides work-based training and learning, allowing the apprentice to learn by doing the job. Apprentices will:

- Develop a broad range of skills and competencies to support personal development and career progression within public health.
- Have 6 hours per week of protected time for off-the-job learning.
- Achieve recognition for the skills, knowledge and behaviours gained on the job.

Gain a public health degree and gain a nationally recognised [UK Public Health Register – Practitioner \(ukphr.org\)](http://ukphr.org)

The apprentice will take responsibility for their continuous development and, on the successful completion of the programme, will have demonstrated all the knowledge, skills and behaviours required of a fully competent practitioner (aligned to the UKPHR Practitioner Standards 2nd Ed) and will be eligible to apply to join the UKPHR's practitioner register.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is protecting vulnerable people, ensuring they can live as independently as possible. The post-holder will promote and engage with the Council's responsibility to safeguard the welfare of children, young people, and adults and protect their right to be safe from harm.
- Through personal commitment and explicit action, the postholder will promote the Council's employment policies regarding diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture that reflects the corporate vision within these services.
- Ensure that the services provided align with the Council strategy, vision, aims, objectives, priorities, and continuous improvement programme and play their part in achieving these, including compliance with Standing Orders, Financial Regulations, Code of Conduct and the Council's Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE: Public Health Apprentice	GRADE: Apprentice	
Using the Job Description, consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to the corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and removing barriers, including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated. Communicates clearly, taking account and welcoming feedback. Takes a positive and resilient approach to change, understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver, taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; share information, support colleagues, and seek expertise and solutions from relevant partners and communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
An interest in public health and a drive to increase knowledge in this area	A/I	3
Good interpersonal skills, with the ability to build strong relationships with colleagues and external partners	A/I	3
Good communication skills and the ability to communicate effectively with people at all levels, within and external to the Council concisely, both verbally and in writing.	A/I/T	3
Good organisational skills and ability to meet deadlines	A/I	3
Able to act on own initiative when required and take a systematic, analytical approach to work.	A/I	3
Ability to analyse issues and problems and work with others to design and implement effective solutions.	A/I	3
Committed to continuous improvement	A/I	3
Ability to use Microsoft Office, including Microsoft Word, Excel, and PowerPoint.	A/T	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Experience working in an office environment in a Public Health setting		A/I	2
Experience in partnership, working and collaborating with others.		A/I	3
Ability to communicate ideas and information to a range of people, including writing reports and providing complex information.		A/I	3
Experience in delivering presentations to a range of people		A/I	2
Experience in managing projects		A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Minimum Grade level 3 C/4 or above in English Language and Grade C/4 or above in maths, or equivalent.		A	3
112 UCAS tariff points required from 2 x B (40 x 2 points) and 1 x C (32 points) BTEC and other qualifications are counted		A	3
Other Essential Requirements			
Flexible, self-motivated and with a "can do" attitude to work.		A/I	3
Committed to continuous improvement - Responsible for reviewing and developing own professional practice, keeping abreast of new legislation and methodologies for subject areas.		A/I	3
Equality and Diversity – Act professionally, treat colleagues and the public with dignity and respect, and always set a strong personal example of good equality and diversity practice.		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
An awareness of, and commitment to, equality of opportunity		I	3
Prepared by:	Angela Aitken	Date:	27 th July 2023