Apprentice Public Health Practitioner

* Service area: Public Health
* Grade: SC1 – SC3
* Reports to: Public Health Strategist
* Your team: Best Start, Mental Health and Community Collaboration

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

[Watch our video](https://www.youtube.com/watch?v=LfdyvXRk5a0) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Apprenticeship Programme

Islington Council offers a wide range of high-quality apprenticeships. Alongside your job, you will complete a nationally recognised apprenticeship training course. On the job you will gain experience and skills required for your apprenticeship discipline. You will join the Public Health team to support improvement and protect the health and wellbeing of people in Islington including reducing health inequalities.

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

* Protecting people’s health (for example action for clean air, water, food, infectious disease control or protection from environmental hazards)
* improving people's health (for example by helping people quit smoking or improving their living conditions)
* ensuring that our health services are effective, efficient and equally accessible
* public health intelligence and academic public health which builds the evidence on which all public health activity is based

The Public Health Apprentice will work to meet a series of learning objectives spanning the full range of Public Health Duties. You will be supported to meet the learning objectives which should enable you to submit a portfolio of evidence to the United Kingdom Public Health Register to register as a [UKPHR Public Health Practitioner](https://ukphr.org/practitioner/).

Over the three years you will have the opportunity to gain experience across different areas of public health 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). They 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.

Alongside your job, you will spend 20% of your time completing the nationally recognised [Public Health Practitioner Level 6 degree apprenticeship](https://www.instituteforapprenticeships.org/apprenticeship-standards/public-health-practitioner-integrated-degree-v1-2). This is a three-year degree level course. You are required to attend all teaching days. Successful completion of each academic year is required to continue and there is an end-point assessment at the end of this apprenticeship, carried out by an independent assessor, it includes an exam, a logbook and a panel interview.

Key responsibilities

**General requirements**

1. Undertake a development programme leading to a [Level 6 Apprentice Public Health Practitioner qualification](https://www.instituteforapprenticeships.org/apprenticeship-standards/public-health-practitioner-integrated-degree-v1-2). You will be supported to meet the learning objectives and submit a portfolio of evidence in year 3 to complete the end point assessment and to register as a UKPHR Public Health Practitioner.
2. Use the dedicated time given to complete studies and coursework. Successful completion of each academic year is required to continue.
3. Actively participate in your own development. This includes carrying out duties of your role and completing coursework within agreed deadlines.
4. With supervision, to develop skills and experience in:
	1. Assessing and managing risk of disease and ill health and the prevention of premature deaths
	2. Monitoring and promoting health and wellbeing to ensure fairer health outcomes between different communities and groups (i.e. addressing health inequalities)
	3. Implementing protection measures to protect the public from environmental hazards and risks
	4. Evaluating sources of evidence and interpreting and present it to various audiences
	5. Designing and planning health interventions
5. Support the team to:
	1. To help administer and manage key programmes of Public Health activity as required.
	2. With the support of colleagues, to design, administer and conclude consultation events, surveys and focus groups.
	3. To promote services across the Borough, through the development and delivery of marketing campaigns.
	4. To identify, develop, implement and evaluate Health Improvement programmes relevant to local and national priorities.
	5. To work flexibly throughout Public Health, the Council, ICB, Health and Care partners and voluntary sector as required.
	6. To detail and enter clinical information or data onto applications.
	7. To understand data and sources of information and convey this in a suitable format for a variety of audiences.
	8. To support service in delivering key performance indicators and activity.
	9. Contact clients via telephone to obtain follow-up information.
	10. On an ad-hoc basis and after an appropriate induction period to deputise for other staff in the Department.
	11. To contribute to briefings and other written reports. This could include reviewing published literature, identifying areas of good practice and developing recommendations
	12. To support research projects, service evaluations and audits including designing research tools, collating and analysing data
	13. To supporting different stages of the commissioning cycle, including contract management
	14. Schedule and arrange events and meetings, and provide IT support
	15. Additional duties as required - research, mailing, handling calls
6. Constructively take part in meetings, supervision, seminars, and other events designed to improve communication.
7. Use information technology systems to carry out duties in the most efficient and effective manner.
8. Achieve personal performance targets, as agreed by your line manager.
9. Carry out duties and responsibilities in accordance with the Council’s customer care standards.
10. Be committed to the Council’s ambitions and CARE values (see above).
11. Undertake other duties compatible with your learning and development as required.

Linked Grades

This is a linked grade post, reflecting the postholder’s increasing skill levels and responsibilities throughout the course of the apprenticeship.

Throughout their apprenticeship the post holder will undertake all of the key responsibilities listed above. In order to progress to the higher grade, the post holder will also be expected to

* Satisfactorily complete each year of study.
* At the end of year 1 and 2 complete a presentation to line manager and mentor on their learning to date.
* Complete check-in reviews to a satisfactory standard in line with council procedure
* Take on additional responsibilities each year as outlined below

Progression to SC2

* Demonstration of ability to organise own workload and meet deadlines
* Demonstration of ability to prepare basic data and information
* Demonstration of ability to independently manage parts of a project or programme
* Demonstration of ability to present or provide project updates at team meetings
* Chair a team meeting and take minutes at internal and external meetings

Progression to SC3

* Demonstration of ability to prepare data and information from different sources
* Demonstration of ability to support more senior public health colleagues to present information/data/project updates to wider stakeholders
* Demonstration of ability to independently design, manage part of a project or programme
* Update project plans for assigned projects

Resources and Financial Management

Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based. The post holder will be expected to spend at least 2 days a week in the office to maximise learning opportunities. May require occasional evening and weekend work for community events or meetings. You will also be required to attend all teaching days.

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

|  |  |  |
| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E1 | Interest and motivation to work and obtain Apprentice Public Health Practitioner qualification  | Application/Interview |
| E2 | Ability to meet the course entry requirements:* [Level 2 or equivalent English and Maths qualification](https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above)s, grade 4 (C) or above
* And able to demonstrate capacity to study at degree level by either achieving a minimum of 96 UCAS tariff points to include at least 2 'A' levels or demonstrable equivalent education or work experience
 | Application/Interview/Test  |

Skills

|  |  |  |
| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E3 | Ability to communicate effectively  | Application/Interview/Test  |
| E4 | Ability to work as part of a team | Application/Interview/Test  |
| E5 | Ability and willingness to follow instruction and learn new tasks. | Interview/Test  |
| E6 | IT skills and ability to learn new systems. | Application |
| E7 | Ability to adapt successfully to change. | Application/Interview |
| E8 | Excellent time management skills. | Application/Interview/Test  |
| E9 | Ability to maintain confidentiality. | Application |

Special requirements of the post

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| --- | --- | --- |
| Desirable criteria | Criteria description | Assessed by |
| E10 | Meet Islington Apprenticeship eligibility criteria:* Islington resident or
* Islington care leaver or
* Islington school leaver in the last 12 months
 | Application |

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor’s Good Work Standard; Stonewall Diversity Champion; and Time to Change.

