



DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl Swydd:	Uwch Ymarferydd Iechyd y Cyhoedd
Gradd:	Agenda ar gyfer Newid Band 7
Math o Gontract	Cyflenwi mamolaeth Cyfnod Penodol tan 31/03/2025
Oriau Gwaith:	37.5 awr yr wythnos
Cyfarwyddiaeth:	Iechyd a Llesiant
Is-adran:	Is-adran Gofal Sylfaenol
Lleoliad:	Bydd deiliad y swydd yn gweithio yn un o swyddfeydd Iechyd Cyhoeddus Cymru yng Nghymru, y gellir ei drafod ar ôl ei benodi.

TREFNIADAU SEFYDLIADOL

Yn atebol i:	Ymgynghorydd ym Maes Iechyd y Cyhoedd/Meddygaeth Iechyd y Cyhoedd
Yn gyfrifol ar lefel reoli i:	Ymgynghorydd ym maes Iechyd y Cyhoedd/Meddygaeth Iechyd y Cyhoedd

DIBEN Y SWYDD

Rôl Uwch Ymarferydd Iechyd y Cyhoedd yw hon wedi'i lleoli o fewn yr Is-adran Gofal Sylfaenol, sy'n rhan o Gyfarwyddiaeth Iechyd A Llesiant Iechyd Cyhoeddus Cymru. Mae'r Is-adran yn gyfrifol am atgyfnerthu effaith ar iechyd y cyhoedd drwy bolisi, comisiynu, cynllunio a darparu gwasanaethau gofal sylfaenol.

Bydd deiliad y swydd yn gyfrifol am ddarparu medrusrwydd iechyd y cyhoedd arbenigol yn unol â chynllun gwaith yr Is-adran a chyfrannu at brosiectau a rhaglenni priodol.

Bydd y rôl yn gyfrifol am gynorthwyo'r gwaith o raglennu gwaith sy'n gysylltiedig â chyfraniad iechyd y cyhoedd i raglen genedlaethol ar gyfer trawsnewid gofal sylfaenol

a chymunedol yng Nghymru. Bydd deiliad y swydd yn gweithio'n agos gyda rhanddeiliaid o fewn y GIG, ac yn allanol, gyda ffocws ar gefnogi byrddau iechyd a chlystyrau i gyflawni'r gwaith o drawsnewid gofal sylfaenol. Mae pob aelod o staff o fewn yr Is-adran yn gyfrifol am ddeall y rhyngddibyniaethau rhwng themâu gwaith a chefnogi cydweithwyr ym mhob rhan o'r Is-adran a'r sefydliad fel y bo'n briodol. Bydd dyletswyddau penodol yn cael eu cytuno â'r rheolwr llinell a'r Ymgynghorydd ym maes Iechyd y Cyhoedd/Meddygaeth Iechyd y Cyhoedd.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Prif Gyfrifoldebau

1. Goruchwylio ac asesu iechyd a llesiant y boblogaeth

Cynorthwyo'r gwaith o asesu a nodi anghenion a blaenoriaethau iechyd yn rheolaidd:

- Cyfrannu at y gwaith o gasglu, dadansoddi, dehongli a rhannu gwybodaeth am iechyd a llesiant mewn perthynas â'r lleoliad gofal sylfaenol.
- Dehongli a defnyddio ffynonellau data ar iechyd a llesiant i dargedu rhaglenni iechyd y cyhoedd.
- Nodi adnoddau a dulliau ar gyfer casglu gwybodaeth am anghenion a blaenoriaethau iechyd y boblogaeth, a'u rhoi ar waith.

2. Datblygu polisiau a strategaethau a'u rhoi ar waith

Cyfrannu at ddarparu cefnogaeth broffesiynol, ar gyfer pob sector, ar y broses o roi polisiau sy'n cyfrannu at y gwaith o wreiddio atal yn gofal sylfaenol ar waith i gefnogi iechyd a llesiant:

- Rhoi cyngor arbenigol mewn perthynas â datblygu polisiau cenedlaethol ar gyfer gofal sylfaenol a'u rhoi ar waith, a chyfrannu atynt.
- Cydgysylltu ag aelodau o'r Timau Iechyd Cyhoeddus Lleol, byrddau iechyd lleol a phartneriaid eraill i gynorthwyo'r gwaith o roi polisi cenedlaethol ar waith ar lefel leol.

3. Arweinyddiaeth strategol dros iechyd

Cyfrannu at y gwaith o ddatblygu capasiti a rhwydweithiau gofal sylfaenol iechyd y cyhoedd:

- Llunio, cyflawni a gwerthuso hyfforddiant arbenigol i sicrhau bod lleoliadau gofal sylfaenol iechyd y cyhoedd yn effeithiol ar draws sefydliadau a disgyblaethau gweithwyr proffesiynol iechyd a gofal ledled Cymru.
- Gwneud cyfraniad arbenigol i waith cydweithwyr yn Iechyd Cyhoeddus Cymru a thu hwnt.

4. Cydweithio dros iechyd

Nodi, datblygu a chynnal partneriaethau effeithiol â sefydliadau i wreiddio atal yn gofal sylfaenol a hybu iechyd a llesiant:

- Cyfrannu at y gwaith o ddatblygu a chynnal cydberthynas effeithiol gyda phartneriaid strategol priodol er mwyn nodi rhaglenni cenedlaethol neu'r lleoliad gofal sylfaenol.
- Cynrychioli'r Is-adran Gofal Sylfaenol mewn cyfarfodydd cydweithio a chyfarfodydd partneriaid gyda rhanddeiliaid fel y bo'n briodol.

- Rhoi cyngor a chymorth arbenigol i eraill wrth ddatblygu gwybodaeth, dealltwriaeth a sgiliau fel rhan o drefniadau cydweithio ar gyfer gwreiddio atal yn gofal sylfaenol.

5. Datblygu rhaglenni a gwasanaethau gofal sylfaenol iechyd y cyhoedd i fynd i'r afael â gostyngiad mewn anghydraddoldebau:

Cyfrannu at y gwaith o ddatblygu, gweithredu, cyflawni a gwerthuso rhaglenni gofal sylfaenol iechyd y cyhoedd i ddiwallu anghenion a blaenoriaethau a nodwyd, gan helpu i wella iechyd a lleihau anghydraddoldebau iechyd yn yr hirdymor:

- Cyfrannu at ddatblygu rhaglenni a nodwyd ymhellach.
- Cydlynu a rheoli'r broses o roi rhaglenni gwaith a nodwyd ar waith.
- Cyfrannu at y gwaith o ddatblygu fframweithiau gwerthuso a chynigion ymchwil gyda'r nod o gyfrannu at yr agweddau ar sail tystiolaeth o waith gofal sylfaenol iechyd y cyhoedd.
- Paratoi adroddiadau, adolygiadau a chyflwyniadau ar gyfer Iechyd Cyhoeddus Cymru a phartneriaid strategol eraill.

6. Hybu a diogelu iechyd a llesiant y boblogaeth

Cefnogi'r gwaith o sicrhau bod yr agenda iechyd a llesiant wrth wraidd strategaethau a rhaglenni allweddol sy'n effeithio ar iechyd a llesiant hirdymor y boblogaeth:

- Datblygu cynlluniau gweithredu i gynorthwyo'r gwaith o gyflawni rhaglen iechyd y cyhoedd mewn lleoliadau gofal sylfaenol a chymunedol.
- Sefydlu/cymryd rhan mewn cydberthnasau amlasiantaethol a helpu i sicrhau bod adnoddau o fewn polisïau GIG Cymru ar gael i roi rhaglen ar waith, a'i gwerthuso.
- Rhannu negeseuon ag ystod o randdeiliaid mewn modd rhagweithiol ac ymatebol, gan gynnwys y cyfryngau, ar gyfer hybu ac amddiffyn iechyd o fewn protocolau diffiniedig clir Iechyd Cyhoeddus Cymru.
- Cyfrannu at y gwaith o ddatblygu a rhannu gwybodaeth ac adnoddau addysgol cywir a phriodol er mwyn cefnogi arferion gofal sylfaenol iechyd y cyhoedd effeithiol.

7. Gweithio gyda chymunedau a throstynt

Cyfrannu at y gwaith o gynllunio a datblygu mentrau datblygu iechyd cymunedol sy'n effeithio ar iechyd a llesiant:

- Rhoi cyngor a chymorth arbenigol ar iechyd y cyhoedd i alluogi grwpiau, cymunedau a sefydliadau i nodi eu hanghenion iechyd, llunio cynlluniau i fynd i'r afael â'u hanghenion, cymryd camau gweithredu a gwerthuso eu heffaith.
- Rhoi cyngor, hyfforddiant a chymorth arbenigol i alluogi eraill i gydweithio â'u cymunedau i hybu iechyd a llesiant.
- Hyrwyddo iechyd cymunedau a grwpiau agored i niwed ar lefel strategol.

8. Rheoli eich hun, pobl ac adnoddau yn foesegol er mwyn gwella iechyd

Cyfrannu at y gwaith o reoli ac arwain staff sy'n gweithio yn yr Is-adran fel y dirprwyir gan y rheolwr llinell:

- Cyfrannu at y gwaith o ddarparu arweinyddiaeth iechyd y cyhoedd broffesiynol a goruchwyllo staff yn unol â threfniadau cynllun datblygiad personol.
- Cyfrannu at y gwaith o osod cyllidebau a monitro canolfannau cost yn ôl yr angen yn unol â pholisïau a gweithdrefnau Iechyd Cyhoeddus Cymru.
- Bod yn rheolwr llinell ar aelodau o staff, gan gynnwys recriwtio staff newydd yn unol â pholisïau'r sefydliad.
- Cynllunio a chytuno ar amcanion tîm a'u hadolygu, yn unol â fframwaith rheoli perfformiad.
- Cymryd rhan mewn ymarfer myfyriol fel rhan o waith datblygiad proffesiynol personol.
- Paratoi cynllun datblygu personol.
- Monitro a datblygu arferion proffesiynol personol yn unol â'r fframweithiau ar gyfer Rheoli Perfformiad a Llywodraethu Clinigol.

9. Datblygu ansawdd a rheoli risg mewn diwylliant gwerthusol

- Cyfrannu at y gwaith o ddatblygu a rhannu tystiolaeth ar sail gofal sylfaenol iechyd y cyhoedd.
- Cyfrannu at y gwaith o asesu a gwerthuso effaith strategaethau, polisïau a rhaglenni ar iechyd.
- Rhoi cyngor, cymorth technegol a hyfforddiant arbenigol ar ddulliau gwerthuso rhaglenni/ prosiect a datblygu dangosyddion perfformiad priodol.
- Datblygu a goruchwyllo datblygiadau o ran gwybodaeth ac arferion ym maes iechyd y cyhoedd a nodi cyfleoedd i'w hintegreiddio mewn arferion.
- Hwyluso mynediad at wybodaeth ac adnoddau addysgol y sicrhawyd eu hansawdd am iechyd er mwyn hybu iechyd a llesiant.
- Cyfrannu at systemau ar gyfer archwilio, monitro a gwerthuso ansawdd ac effeithiolrwydd gwasanaethau a ddarperir.

10. Ymchwil a datblygu

Cyfrannu at weithgareddau ymchwil perthnasol, gan weithio gyda chanolfannau academiaidd ac eraill ar brosiectau cydweithredol:

- Cynnal trosolwg o ganfyddiadau ymchwil cyfredol sy'n berthnasol i faterion iechyd a llesiant penodol, a darparu cymorth ar eu cyfer.
- Ymgorffori gwaith ymchwil/tystiolaeth wrth gynllunio rhaglenni a'u rhoi ar waith.
- Cyfrannu at y gwaith o ddatblygu adnoddau a dulliau priodol i gynnal gwaith ymchwil er mwyn gwella dealltwriaeth o anghenion grwpiau cymunedol allweddol.

Dyma'r tasgau allweddol sydd wedi'u diffinio ar hyn o bryd. Nid ydynt wedi'u rhestru mewn unrhyw drefn blaenoriaeth ac ni ddylai deiliad y swydd roi pwyslais ar drefn y tasgau yn y Disgrifiad Swydd.

CYMHWYSEDD

Rydych yn gyfrifol am gyfyngu ar eich gweithredoedd i'r rhai rydych yn teimlo'n gymwys i'w cyflawni. Os oes gennych unrhyw amheuan am eich cymhwysedd yn ystod eich dyletswyddau, dylech siarad â'ch rheolwr llinell / goruchwylydd ar unwaith.

GORUCHWYLIAETH

Lle bydd y sefydliad proffesiynol priodol yn nodi gofyniad mewn perthynas â goruchwyliaeth, cyfrifoldeb deiliad y swydd yw sicrhau y cydymffurfir â'r gofyniad hwn. Os bydd gennych unrhyw amheuan am fodolaeth gofyniad o'r fath, siaradwch â'ch rheolwr.

GWEITHIWR IECHYD PROFFESIYNOL COFRESTREDIG

Mae'n rhaid i holl gyflogeion yr Ymddiriedolaeth y mae'n ofynnol iddynt gofrestru â chorff proffesiynol, i'w galluogi i weithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.

RHEOLI RISG

Mae cyflawni rôl ragweithiol o ran rheoli risg ym mhob agwedd ar eu gweithredoedd yn elfen safonol o rôl a chyfrifoldeb holl staff yr Ymddiriedolaeth. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd y camau gweithredu priodol ac adrodd ar bob digwyddiad, damwain fu bron â digwydd a pherygl.

RHEOLI COFNODION

Fel un o gyflogeion Ymddiriedolaeth GIG Iechyd Cyhoeddus Cymru, rydych yn gyfreithiol gyfrifol am yr holl gofnodion rydych yn eu casglu, yn eu creu neu'n eu defnyddio fel rhan o'ch gwaith o fewn yr Ymddiriedolaeth (yn cynnwys iechyd y claf, gwaith ariannol, personol a gweinyddol), boed hynny ar bapur neu ar gyfrifiadur. Caiff pob cofnod o'r fath ei ystyried yn gofnod cyhoeddus ac mae dyletswydd cyfrinachedd gyfreithiol arnoch i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i gyflogai adael yr Ymddiriedolaeth). Dylech ymgynghori â'ch rheolwr os bydd gennych unrhyw amheuan o ran y broses gywir o reoli'r cofnodion rydych yn gweithio â nhw.

GOFYNION IECHYD A DIOGELWCH

Mae dyletswydd gofal statudol ar holl gyflogeion yr Ymddiriedolaeth i ofalu am eu diogelwch personol eu hunain a diogelwch personol eraill y gall eu gweithredoedd neu anweithredoedd effeithio arnynt. Mae'n ofynnol i gyflogeion gydweithredu â rheolwyr er mwyn galluogi'r Ymddiriedolaeth i gyflawni ei dyletswyddau cyfreithiol ei hun ac i adrodd ar unrhyw sefyllfaoedd peryglus neu offer diffygiol.

DATGANIAD HYBLYGRWYDD

Dim ond amlinelliad o'r swydd a geir yn y disgrifiad swydd hwn ac felly nid yw'n gatalog union gywir o ddyletswyddau a chyfrifoldebau. Bwriedir i'r Disgrifiad swydd fod yn hyblyg a gellir ei adolygu a'i ddiwygio yn sgil newidiadau mewn amgylchiadau, yn dilyn ymgynghoriad â deiliad y swydd.

CYFRINACHEDD

Mae'n ofynnol i holl gyflogeion yr Ymddiriedolaeth sicrhau cyfrinachedd aelodau'r cyhoedd (cleifion, defnyddwyr gwasanaethau) ac aelodau o staff yn unol â pholisïau'r Ymddiriedolaeth.

Dyddiad Paratoi:	Ionawr 2019	Paratowyd gan:	CPH
Dyddiad Adolygu:	Mai 2023	Adolygwyd gan:	Amrita Jesurasa

YMDDIRIEDOLAETH GIG IECHYD CYHOEDDUS CYMRU

MANYLEB PERSON

**Teitl y Swydd:Uwch-ymarferydd Iechyd y Cyhoedd
Is-adran Gofal Sylfaenol**

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	Addysg hyd at lefel gradd meistr mewn Iechyd y Cyhoedd neu faes cysylltiedig e.e. Hybu Iechyd neu dystiolaeth o ddysgu cyfatebol ¹ neu brofiad cyfatebol. Tystiolaeth o ddatblygiad proffesiynol/personol parhaus.	Wedi cofrestru â Chofrestr Iechyd Cyhoeddus y DU, neu'n gweithio tuag at hynny	Ffurflen gais/ Tystysgrif/ Gwiriad cofrestru
PROFIAD	Profiad o gynorthwyo gwaith rhaglenni mewn lleoliad gofal sylfaenol. Profiad o arwain, datblygu, gweithredu a gwerthuso ymyriadau mewn poblogaeth, prosiectau a/neu raglenni ar lefel genedlaethol neu leol yn llwyddiannus. Profiad o weithio gydag amrywiaeth o weithwyr proffesiynol a rhanddeiliaid.	Dulliau ymchwil meintiol a/neu ansoddol. Gweithredu polisi datblygu prosiect/ rhaglen mewn amrywiaeth o leoliadau. Profiad o gynllunio, gweithredu a gwerthuso prosiect a gaiff ei yrru gan newid.	Ffurflen gais/ Cyfweliad/ Geirdaon

1 Rhaid darparu tystiolaeth ar gyfer 'gwybodaeth/dysgu cyfatebol' sy'n cwmpasu'r wybodaeth graidd a amlinellir yn Fframwaith Sgiliau a Gwybodaeth Iechyd y Cyhoedd lefel 7/8 mewn meysydd craidd yn ogystal â gwella iechyd.

SGILIAU	Sgiliau cyfathrebu ardderchog a'r gallu i gyflwyno gwybodaeth drwy ddefnyddio adnoddau amlgyfrwng.	Cynllunio a rheoli prosiectau. Gweithgareddau meithrin. Rheoli a datblygu staff.	Ffurflen gais/ Cyfweliad/ Geirdaon
	Y gallu i ddadansoddi, dehongli a chymharu gwybodaeth gymhleth am iechyd y cyhoedd, rheoli newid a gwella gwasanaethau. Y gallu i gyfleu dadansoddiadau a chysyniadau technegol cymhleth yn effeithiol i gynulleidfaoedd gwahanol. Y gallu i weithio'n llwyddiannus gyda phartneriaid proffesiynol amrywiol a rheoli safbwyntiau croes posibl. Y gallu i ysgogi, gweithredu neu gefnogi rhaglenni sy'n hybu iechyd a llesiant. Rheoli cyfarfodydd. Sgiliau TG a dealltwriaeth ymarferol o Microsoft Office 365.	Sgiliau rheoli gwybodaeth. Sgiliau ymgynghoriaeth/ hwyluso.	
GWYBODAETH	Dealltwriaeth o agenda polisi llywodraethol lleol/y GIG ac amgylchedd iechyd y cyhoedd. Gwybodaeth ymarferol am arferion iechyd y cyhoedd a Model Gofal Sylfaenol Cymru.	Rheoli gwybodaeth a dealltwriaeth o ddata sy'n gysylltiedig ag iechyd, a'u dehongli. Ymwybyddiaeth o ffynonellau data/gwybodaeth berthnasol.	Ffurflen gais/ Cyfweliad/ Geirdaon

PRIODOLEDDAU PERSONOL <i>Amlwg</i>	Yn meddu ar hunangymhelliant ac yn hunanddechreuwr. Y gallu i flaenoriaethu, cynllunio a rheoli llwyth gwaith. Chwaraewr tîm. Ymrwymiad i sicrhau cyfle cyfartal. Y gallu a'r parodrwydd i deithio i ymgymryd â dyletswyddau'r swydd mewn lleoliadau amrywiol.	Yn gydnerth. Y gallu i ddylanwadu'n gadarnhaol ar gamau gweithredu pobl eraill.	Ffurflen gais/ Cyfweliad/ Geirdaon
ARALL <i>(Nodwch beth)</i>		Gallu siarad Cymraeg	Ffurflen gais/ Cyfweliad/ Gwirio dogfennau

Dyddiad Paratoi: Ionawr 2019 **Paratowyd gan:** CPH

Dyddiad adolygu: Medi 2022 **Adolygwyd gan:** Rosemary Allgeier

JOB DESCRIPTION

JOB DETAILS

Job Title:	Senior Public Health Practitioner
Grade:	Agenda for Change Band 7
Contract type	Fixed Term maternity cover until 31/03/2025
Hours of Work:	37.5 hours per week
Directorate:	Health and Wellbeing
Division:	Primary Care Division
Base:	The post will be based in one of the Public Health Wales office locations in Wales, which can be negotiated on appointment.

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Consultant in Public Health Medicine
Managerially responsible to:	Consultant in Public Health Medicine

JOB PURPOSE

This is a Senior Public Health Practitioner role located within the Primary Care Division, part of the Health and Wellbeing Directorate of Public Health Wales. The Division is responsible for strengthening public health impact through policy, commissioning, planning and service delivery in primary care.

The post holder will be responsible for providing specialist public health expertise according to the Division's work plan and contributing to relevant programmes and projects.

The role will support programmes of work relating to the public health contribution to the national programme for prevention in primary and community care in Wales. There will be close working with stakeholders within and external to the NHS with a

focus on supporting health boards and clusters in delivering primary care prevention. All staff within the Division are responsible for understanding the inter-dependencies between work themes and supporting colleagues across the Division and the organisation as appropriate. Specific duties will be agreed with the line manager and the Consultant in Public Health Medicine.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

11. Surveillance and assessment of the population's health and wellbeing

To support the regular assessment and identification of health needs and priorities:

- Contribute to the collection, analysis, interpretation and dissemination of information on health and wellbeing in relation to the primary care settings.
- Interpret and use data sources on health and wellbeing in the targeting of public health programmes.
- Identify and implement tools and methods to collect information on population health needs and priorities.

12. Policy and strategy development and implementation

To contribute to the provision of professional support, to all sectors, on the implementation of national policies that contribute to embedding prevention in primary care to support health and wellbeing:

- Provide specialist advice and contribute to the development and implementation of national policies for primary care.
- Liaise with members of the Local Public Health Teams and local health boards and other partners to support the implementation of national policy at a local level.

13. Strategic leadership for health

To contribute to the development of primary care public health capacity and networks:

- Design, deliver and evaluate specialist training to ensure effective primary care public health practice across organisations and disciplines of health and care professionals across Wales.
- Provide a specialist contribution to the work of colleagues both within and beyond Public Health Wales.

14. Collaborative working for health

To identify, develop and maintain effective partnerships with organisations to embed prevention in primary care to promote health and wellbeing:

- Contribute to the development and maintenance of effective partnerships with strategic partners relevant to identified national programmes or the primary care setting.
- Represent the Primary Care Division at partnerships and collaborative meetings with stakeholder as appropriate when required.

- Provide specialist advice and support to others in the development of knowledge, understanding and skills in collaborative working for embedding prevention in primary care.

15. Development of primary care public health programmes and services to address a reduction in inequalities:

To contribute to the development, implementation, delivery and evaluation of primary care public health programmes to meet identified needs and priorities contributing to long term health improvement and reduction in health inequalities:

- Contribute to the further development of identified programmes.
- Co-ordinate and manage the implementation of identified programmes of work.
- Contribute to the development of evaluation frameworks and research proposals aimed at contributing to the evidence base underpinning aspects of primary care public health work.
- Prepare reports, reviews and presentations for Public Health Wales and other strategic partners.

16. Promotion and protection of the population's health and wellbeing

To support the health and wellbeing agenda in being at the forefront of key strategies and programmes that impact on the health and wellbeing of the population:

- Develop action plans to support public health programme delivery in primary and community care settings.
- Establish/participate in multi-agency partnerships and assist in securing resources within Welsh NHS policies to ensure programme implementation and evaluation.
- Proactively and reactively communicate messages to a range of stakeholders including the media for the promotion and protection of health within clearly defined Public Health Wales protocols.
- Contribute to the dissemination of accurate and appropriate information and educational resources to support effective primary care public health practice.

17. Work with and for communities

To contribute to the planning and development of community health development initiatives that impact on health and wellbeing:

- Provide specialist public health advice and support to enable groups, communities and organisations to identify health needs, formulate plans to address their needs, take actions and evaluate their impact.
- Provide specialist advice, training and support to enable others to actively engage with communities to promote health and wellbeing.
- Advocate at a strategic level for the health of communities and vulnerable groups.

18. Ethical management of self, people and resources to improve health

To contribute to the management and professional leadership of staff working within the Division as delegated by the line manager:

- Contribute to the provision of professional public health leadership and supervision for staff in line with personal development plan arrangements.
- Contribute to budget-setting and monitor cost centres as required in accordance with Public Health Wales policies and procedures.
- Line manage staff including recruitment of new staff within organisational policies.
- Plan, agree and review team objectives within a performance management framework.
- Participate in reflective practice as part of personal professional development.
- Prepare a personal development plan.
- Monitor and develop personal professional practice, within the frameworks for Performance Management and Clinical Governance.

19. Development of quality and risk management within an evaluative culture

- Contribute to the development and dissemination of the evidence base for primary care public health.
- Contribute to impact assessment and evaluation of strategies, policies and programmes.
- Provide specialist advice, technical support and training in relation to programme/ project evaluation methods and the development of appropriate performance indicators.
- Develop and maintain an overview of developments in knowledge and practice in public health and identify opportunities to integrate these into practice.
- Facilitate access to quality assured health information and educational resources to promote health and wellbeing.
- Contribute to mechanisms to audit, monitor and evaluate the quality and effectiveness of service provision.

20. Research and development

To contribute to relevant research activities working with academic centres and others on collaborative projects:

- Provide support for and maintain an overview of current research findings relevant to specific health and wellbeing issues.
- Implement research/evidence into programme planning and practice.
- Contribute to the development of appropriate tools and methods to conduct research to improve understanding of the needs of key community groups.

These are the key tasks currently defined. They are not listed in any priority order and the post holder should not place emphasis on the order of the tasks within the job description.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement, speak to your manager.

REGISTERED HEALTH PROFESSIONAL

All employees of the Trust who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, service users) and members of staff in accordance with Trust policies.

Date Prepared: January 2019

Prepared By: CPH

Date Reviewed: May 2023

Reviewed By: Amrita Jesurasa

PUBLIC HEALTH WALES NHS TRUST

PERSON SPECIFICATION

Job Title: **Senior Public Health Practitioner**
Primary Care Division

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Educated to masters degree level in Public Health or related field e.g. Health Promotion, or evidence of equivalent learning ² or equivalent experience. Evidence of continuing professional/personal development.	Registered, or working towards practitioner registration, with the UK Public Health Register	Application form/ Certificate/ Registration check
EXPERIENCE	Experience of supporting programmes in a primary care setting. Experience of successfully leading, developing, implementing and evaluating population interventions, projects and/or programmes at national or local level. Experience of working with a range of professionals and stakeholders.	Quantitative and/or qualitative research methods. Policy development programme/ project implementation in a variety of settings. Experience of project planning, implementation and evaluation driven by change.	Application form/ Interview/ References
SKILLS	Excellent communication skills and ability to present information using multi-media.	Project planning and management. Capacity building. Staff management and development.	Application form/ Interview/ References

² Evidence must be provided for 'equivalent demonstrable knowledge/learning' that addresses core knowledge as outlined within the Public Health Skills and Knowledge Framework level 7/8 in core areas plus health improvement.

	Ability to carry out analysis, interpretation and comparison of complex public health, change management and service improvement information. Ability to communicate complex technical concepts and analysis effectively to different audiences. Ability to work successfully with diverse professional partners, and manage potentially conflicting perspectives. Ability to initiate, implement or support programmes that promote health and wellbeing. Management of meetings. IT skills and working knowledge of Microsoft Office 365.	Information and knowledge management skills. Consultancy/ facilitation skills.	
KNOWLEDGE	Understanding of NHS/local government policy agenda and public health environment. Practical knowledge of public health practice and Primary Care Model for Wales.	Information management and an understanding of health related data and its interpretation. Awareness of sources of relevant data/ information.	Application form/ Interview/ References

PERSONAL ATTRIBUTES <i>Demonstrable</i>	Self-motivated, self-starter. Ability to prioritise, plan and manage workload. Team player. Committed to equality of opportunity. Ability and willingness to travel to undertake the duties of the post at various locations.	Resilience. Ability to positively influence the actions of others.	Application form/ Interview/ References
OTHER <i>(Please Specify)</i>		The ability to speak Welsh	Application form/ Interview/ Document check

Date Prepared: January 2019

Prepared By: CPH

Date Reviewed: May 2023

Reviewed By: Amrita Jesurasa
