



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Public Health Apprentice	Role Profile Number: N/A
Salary: Apprentice	Date Prepared: May 2023
Directorate/Group: Public Health	Reporting to: Public Health Specialist

Job Purpose

- The Public Health team deliver across the four domains of public health: (1) health intelligence, using data and evidence to inform all we do; (2) Health Protection – this about dealing with cases or outbreaks of communicable disease; (3) Health Improvement – this about helping people to improve and maintain their health by developing, implementing and evaluating strategies and interventions; (4) Healthcare public health services – this is about using evidence to support service development and to ensure the quality of services by assisting in the commissioning of services.
- The post holder will be responsible for providing general support across the teams to improve population health and wellbeing and reduce health inequalities. This post is an apprenticeship position so the post holder will undergo formal training whilst learning on the job essential public health skills and knowledge.

Key Accountabilities

- To support with the delivery of the health and wellbeing board strategy by partnership working to ensure strategic outcomes are achieved through a whole system approach to improving health and wellbeing and reducing health inequalities.
- To work with key partners as appropriate on activities to improve health and wellbeing.
- To assist in the development of wider public health capacity by communicating and promoting health improvement messages through presentations, evidence-based practice, audits and published research

and providing specialised advice and knowledge through the development of and participation in training.

- As directed, contribute to topic related reports to inform council, partner organisations and government bodies e.g. cabinet, department of health, Public Health England, CCGs etc. and contribute specialist topic information to annual public health reports, strategic documents and other reports as required.
- With support, provide advice and support on public health at the appropriate level.

Knowledge & Experience

This is an opportunity to learn specialist public health skills via on the job experience and degree level training

- A strong interest in working in the field of public health or health related topic.
- An understanding of local government, NHS, public, voluntary and community sector.
- Good oral and written communication skills
- Excellent interpersonal skills with the ability to build and maintain effective working relationships.
- Sound ICT skills including the use of Microsoft applications and any relevant specialist systems.

Qualifications

- A minimum of 3 GCSEs of Grade 4/C including Maths and English
- Willingness to do a degree apprenticeship

Creativity and Innovation

- Good oral and written communication skills as with support you will be required to write reports and deliver presentations.
- Excellent interpersonal skills with the ability to build and maintain effective working relationships.
- Responsible for meeting performance standards within a policy framework and regulatory guidelines.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • No direct line management responsibility. <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Analysis of data • Administration / business support tasks. 	<p>Budget Holder Responsibility</p> <p>None</p> <p>Asset Responsibility:</p> <p>None</p>	<p>Yes/No</p> <p>.</p>
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Contacts and Relationships

- Regular contacts will include: senior managers, external bodies and partners.
- Consult with service users / stakeholders / partners to understand issues and challenges

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	