London Borough of Bexley

Job Description



Job Title: Trainee Public Health Practitioner Higher Apprenticeship

(working towards formal qualifications)

Management Team: Adult Social Care & Health

Department: Public Health

Location: Civic Offices, 2 Watling Street, Bexleyheath, DA6 7AT

Reports to: Public Health Strategist

Contract: Fixed Term - 3 years

Salary: Bexley 07

Hours: 36 hours per week

Qualifications: Public Health Integrated Degree – Level 6

[Public health practitioner - integrated degree / Skills England](https://skillsengland.education.gov.uk/apprenticeships/st0631-v1-2)

**You will work towards a level 6 Integrated degree in Public Health.**

**The successful applicant will gain skills and experience in supporting the Public Health team with research, drafting policy, analysing data, supporting projects, promoting marketing and communications and working with partners and the public. This service has three elements to support those who live, visit and work in Bexley– Health Promotion, Prevention of ill health and Health Protection.**

**Your qualification will be fully funded, and the ideal candidate will be supported with off the job time for studying. The organisation’s aspiration is that you will progress onto full time permanent employment with the Council. Progression onto higher qualifications and more senior roles is an aspiration of the team providing work roles and ability are suitable.**

**This apprenticeship will support the ideal candidate to gain knowledge and experience in helping promote health incentives that will support residents. The applicant should have a keen interest in Public Health, ICT, data systems, website design and communications with a view of better reaching our residents and internal colleagues and partners.**

This opportunity will ideally suit you if you are keen to combine learning with working. The ideal candidate will aspire to deliver good quality services to the residents of our Borough. We are looking for applicants who are eager to learn and want to make a difference in their community.

## Main purpose of the placement:

The opportunity to join our team will provide you with experience in public health initiatives driven by our local, regional and sub regional plans to improve health and wellbeing. Many of these are underpinned or driven from the UK Health Security Agency and the Office for Health Improvement and Disparities (OHID). Your tasks will involve research, planning, analysing data, drafting policy/strategic documents, customer service, marketing and raising awareness of latest legislation and engaging with partners and the public to find solutions to improve health and wellbeing. You will receive good quality supervision with day-to-day support and assistance in a wide range of areas of work. You will also attend college/university as required and will be expected to undertake the relevant studies to achieve the formal qualification which is part of the Government’s apprenticeship requirements. Over time you will become familiar with the requirements of the Public Health Skills and Knowledge Framework which will support you in developing your role within the team and the wider network of public health professionals.

## Main Duties and Responsibilities:

You will be able to demonstrate good communication and organisational skills. As our higher apprentice, you will be supervised and developed to assist in the delivery of key objectives of the organisation, residents, colleagues and stakeholders. This apprenticeship will give the candidate an opportunity to learn the key functions of the service which are to:

**Specific Tasks of the Apprenticeship**

Under supervision, the trainee will be expected to:

* Researching and designing Health Improvement projects
* Recording and analysing data
* Producing reports from research and findings
* Supporting partnership working and joint initiatives
* Preparing and presenting public health communications
* Supporting the wider team in the delivery of commissioned services

**Qualifications**

**Appointment to a permanent post is dependent on the individual’s commitment to the successful completion of a level 6 qualification alongside an assessment as Good or Excellent overall. Details of the qualification can be found on the following links:**

[Public health practitioner - integrated degree / Skills England](https://skillsengland.education.gov.uk/apprenticeships/st0631-v1-2)

## Job Activities:

The role of the apprentice is generic across the organisation. Our objective is to provide work-based learning which enables you to gain transferrable skills and become competent to a level 6 standard with the successful completion of the relevant qualifications to consolidate your learning. You will be closely supervised and will work in a flexible manner to deliver an efficient function for the service that you support. This is a work-based learning opportunity which allows individuals the opportunity to learn vital skills and behaviours required in the workplace whilst achieving a formal qualification.

## Knowledge, Willingness to Learn: Person Specification

### Education

| Selection Criteria – Qualifications | Essential or Desirable | Method of Assessment |
| --- | --- | --- |
| 5 GCSEs at A-C/4-9 level including ICT, English and Maths (or equivalent)  GCSE Science  3 A levels (or equivalent) | Essential  Desirable  Essential | Application form  Application form  Application form |

### Formal Training

| Selection Criteria | Essential or Desirable | Method of Assessment |
| --- | --- | --- |
| **Level 6 Public Health Integrated Degree**  Successful applicants must meet basic requirements to secure a place on the above qualification. | Essential | This will be organised by the organisation for the successful candidate |

### Experience, ability and commitment

| Selection Criteria | Essential or Desirable | Method of Assessment |
| --- | --- | --- |
| Demonstrate basic commitment and knowledge of the scheme and qualifications with a willingness to gain formal qualifications and on-the-job learning | Essential | Application Form/Interview |
| Ability to learn and adopt Council procedures and follow legislative guidelines whilst maintaining confidentiality and sensitivity at all times. This includes knowledge of General Data Protection Regulation (GDPR) and working with confidential information | Essential | Application Form/Interview |
| Ability to learn and use ICT packages to input and manipulate data, which will include Word, Outlook, Excel and relevant bespoke software. | Essential | Application Form/Interview |
| Good written and verbal communication skills and the ability to pay attention to detail and accurately record and manipulate data with a good level of customer service. | Essential | Application Form/Interview |
| Good organisational skills and an understanding of how to prioritise in order to meet deadlines | Essential | Application Form/Interview |
| Able to work remotely, unsupervised for part of the working week (once trained) | Essential | Application Form/Interview |
| Commitment to understand legislation, government guidance and work with a range of partners and stakeholders. | Essential | Interview |
| Commitment to gaining a Level 6 qualification, attend university as required and meet qualification deadlines. | Essential | Interview |
| A keenness to want to make a difference to our residents’ lives and show a passion for public health. | Desirable | Interview |