

London Borough of Bexley Work Study Placement Description

Title:	Public Health Practitioner Apprentice (working towards Level 6 formal qualification)
Management Team:	Adult Social Care
Department:	Public Health
Location:	Civic Offices, 2 Watling Street, Bexleyheath, DA6 7AT
Reports to:	Public Health Strategist
Contract:	Fixed Term (3 years + 3 months whilst studying towards level 6 qualification and completing the End Point Assessment)
Salary:	£33,609 - £36,153
Hours:	36 hours per week
Qualifications:	Public Health Integrated Degree Public health practitioner - integrated degree / Skills England

You will work towards a level 6 Integrated degree in Public Health [Public health practitioner - integrated degree / Skills England](#)

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. This service provides support to the Borough helping residents with health and mental wellbeing. The candidate will gain an increasing level of autonomy throughout the duration of the programme.

Your qualification will be fully funded and the ideal candidate will be supported with off the job time for studying. Progression on to higher qualifications and more senior roles is an aspiration of the team providing work roles and ability are suitable. See Appendix A for early career progression in public health.

Key public health knowledge, skills and behaviours will be developed in the job role and as part of the academic element of the apprenticeship. These underpin professional standards in public health [Public Health Skills and Knowledge Framework \(PHSKF\) - GOV.UK](#) [Standards - UK Public Health Register](#)

This apprenticeship will support the ideal candidate to gain knowledge and experience in helping promote health improvement that will support residents. The applicant should have a keen interest in Public Health, ICT, data systems, website design with a view of reaching and influencing 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 local priorities and Central Government policy. Your tasks will involve research, planning, analysing data, drafting policy/strategic documents, customer service, marketing and raising awareness of latest legislation and incentives. 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 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.

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:

- Improve and protect the health of the public, both residents, visitors and people who work in our Borough
- Provide evidence-based health improvement opportunities and deliver associated health promotion
- Use and build on our evidence base to show what works
- Lead and contribute to a whole systems approach to improving health and wellbeing.
- Work in partnership to ensure limited resources deliver the best outcomes

Specific Tasks of the Apprenticeship

Under supervision, the trainee will be expected to:

- Research, design and oversee the delivery of health improvement projects
- Record and analyse data
- Produce reports for a range of audiences arising from policy position, research and findings
- Supporting partnership working and joint initiatives
- Preparing and presenting public health communications
- Use acquired academic knowledge to the workplace

Qualifications

Details of the qualification can be found on the following links:

[Public health practitioner - integrated degree / Skills England](#)

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)	Essential	Application form
GCSE Science	Desirable	Application form
3 A levels (or equivalent)	Essential	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

Selection Criteria	Essential or Desirable	Method of Assessment
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 basic training has been provided)	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

Trainee Public Health Officers

Duties & Responsibilities

Level	Entry Level 4	Level 6	Competent Public Health Officer Bexley 10
Approximate Duration	18-20 months	36 months (+ 3 months EPA)	
Grade	Level 4 Bexley 06	Level 6 Bexley 07	Bexley 10
Doing Knowledge	Learning on-the-job. Shadowing experienced officers. Supported and supervised regularly by line manager and/or buddy/mentor Resilience skills and an understanding of the service area. Working towards handling enquiries unassisted and delivering an acceptable level of customer service to all parties. Able to meet deadlines, proof-read and show ownership in specific areas in the team. Ability to record and analyse data and produce reports on the strength of findings. Good written and verbal communication skills both at work and with qualification assignments. Work towards showing empathy to our residents and demonstrate good listening skills for both internal and external customers/stakeholders and partners. An ability to follow and interpret organisational procedures and processes. Have good understanding of software systems, electronic filing systems and be unafraid to ask if things are not understood. Successful completion of level 4 Improvement Practitioner qualification including End Point Assessment	Have comprehensive knowledge and understanding of the key objectives of the team and a good awareness of local government. Be able to perform tasks competently. Have a desire to learn more and step up to degree level. Be able to deliver excellent and effective customer service and understand the needs of both colleagues, partners and residents. Show ownership of tasks; be able to plan and organise own workload both in work and with the qualification. Be able to handle enquiries and problem solve without assistance and give the correct information within timed deadlines. Have good knowledge of the organisation's policies and procedures including data protection, equality and diversity, information governance and GDPR. Commit to the role and college, enjoy making a difference in the team and the lives of our residents. Be able to write policy and strategy documents; work with the team to deliver key objectives driven by Public Health England and Central Government. Be ambitious to challenge the norm, share innovative ideas and have a desire to progress into permanent employment or progression into more senior roles within the organisation. Ability to be part of a productive working environment where staff are clear about expectations.	Qualified for the role

