Job Description and Particulars of Appointment

1a. Details of Post

- COVID-19 Health Protection Practitioner (Casual, form part of bank staff)
- Post Number: P23755/P23756/P23757/P23758/P23759/P23760/P23761/P23762
- Grade and SCP: Grade 10, scp 26-28

1b. Main Purpose of Post

As a member of Shropshire Council’s COVID-19 response, health protection team you will support the development and delivery of the vision, values and strategic objectives of the COVID-19 health protection service.

You will assist the delivery of health protection in accordance with The Health and Social Care Act 2012 & The Coronavirus Act 2020 and the Council’s core values and service standards, ensuring that it is delivered (and underpins) the following:

- The Health and Social Care Act 2012
- The Coronavirus Act 2020
- The Vision and Values of the Council,
- The Council’s commitment to openness and transparency and that it:
  - is supported by a comprehensive data base and provides “real time information”,
  - is responsive to changes in legislation; national; regional and local priorities,
  - Provides the mechanisms to deliver continuous improvement.

2. Service Objectives

You will be working alongside colleagues including Environmental Health Officers, School Nurses, Health and Safety Nurses, Public Health Officers, coordinating staff as well as wider council colleagues.

The post holder will be part of the COVID-19 health protection team which meets the health protection needs of the population of Shropshire. This includes working with Shropshire Council colleagues across services.

In house training and development opportunities will be available to meet identified training needs essential for the post.
3. Level of the Post

The post will be responsible to the COVID-19 Health Protection Team Manager who will provide support and guidance and is in turn responsible for the post holder’s health and safety, training and development.

4. Key Responsibilities

The post holder will be responsible and accountable:

- You will be expected to value and respect diversity and apply anti-discriminatory practice at all times.

- To use knowledge and skills to provide professional public health advice on systems health protection, health protection support, outbreak management and Track and Trace services. The professional advice will be to colleagues, service, settings and to members of the public.

- Attend and actively participate in daily incident meetings and take health protection action based on the outcomes of the meetings.

- To be a member of the COVID-19 response cell and the out of hours on call team as required.

- Ensure that as a member of the COVID-19 health protection team up to date with the latest standard operation procedures, and government guidance.

- To use and record the use of up to date evidence-based guidance to inform system support, health protection advice, outbreaks support and Test, Trace and Isolate services. To do this in accordance with approved Policies and Procedures, including the use of a computer system (i.e. Teams.)

- Ensure that enquiries are addressed, or sign posted accurately.

- Accurately record all public health advice and guidance given in the Shropshire Council COVID-19 health protection system.

- To escalate any issues to the COVID-19 health protection cell manager.

- Working with colleagues will ensure the team functions successfully in support of the Council’s corporate and service objectives.

- To contribute to the development of new models of work and service under the supervision of the Team Manager, Senior Social Worker or Care Manager / Social Worker.

- To participate in meetings which will include team, peer sessions, legal planning, case review meetings etc.

- To take part in the office rotas when required for example team, same day response, out of hours etc.
- To comply with safe systems of work in accordance with the Directorate’s Health, Safety and Welfare Policies and Procedures.

- To have responsibility for promoting continuing personal and professional / vocational development of self through development processes.

- The post holder may be required to undertake other duties, commensurate with the grade and responsibilities of the post in any geographical area.

These are illustrative duties. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

5. Customer / User Focus

The post holder:

- Will ensure engagement with service users and carers will be non-discriminatory, will listen and respect their views and opinions and will apply a customer focused approach when delivering their service,

- Will act as advocate for their service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire.

6. Performance Requirements

Meet individual performance and personal development targets agreed through the Personal Development Process, supervision and appraisals. Will learn from experience and is committed to continuous improvement individually.

Work with colleagues to meet individual, team and service performance targets.

7. Conditions of Service

a) The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

b) The substantive base for the post will be home based however, the Council operates an agile workforce, supporting flexible working. During restrictions due to COVID-19, such as protecting vulnerable groups and restrictions on movement, Shropshire Council will adhere to these guidelines.

c) This post is subject to the following:

- The post is offered on a casual contract forming part of a bank of Health Practitioners
• Hours will be flexible up to 37 hours per week; but initially for one day per week to be discussed at Interview
• Normal office hours are 7am-7pm Monday-Friday and 8am-1pm Saturday
• Regular out of hours work, between 8am-8pm including weekends on a rota basis will be required and would be agreed at interview
• Additional payments may apply.

d) This post carries eligibility to join the Local Government Pension Scheme. Information about this and other pension options will be sent with any formal offer of appointment.

e) Annual leave entitlement is as follows: In accordance with the working time directive you will accrue an entitlement to annual leave, in direct proportion to the hours you actually work, with effect from appointment. On a quarterly basis we will calculate the annual leave due, and advise you accordingly. The appointment is subject to two months’ notice in writing on either side.

f) The appointment is subject to six months’ satisfactory probationary service during which time the notice period will be one week on either side.

g) Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

h) The Council may wish to satisfy itself of the medical fitness of the post holder as a condition of appointment.

i) The post holder must have access to suitable means of transport as required for official duties. Where applicable the post holder must maintain a full current driving licence and ensure that their vehicle insurance provides appropriate cover. Approved mileage will be paid at agreed rates.

8. Special Conditions

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Post holder

Line Manager

Date