



Public Health England

Job description

Employing Organisation	Public Health England
Job title	National Consultant in Dental Public Health
Directorate	Health Improvement
Pay band	Consultant medical and dental salary scale for England appropriate to their years of seniority £82,096 to £110,683 per annum pro rata
Accountable to	National Lead for Dental Public Health
Base/location	Flexible
Hours/sessions per week	0.8 WTE (8 programmed activities per week)
Job type (i.e. fixed term/permanent)	Permanent
Managerially responsible for	Consultants in one of the national roles may have direct administrative and business manager reports, act as educational supervisors and may have delegated duties in terms of professional responsibilities for other Consultants across PHE.

1. Appointment

This is a part time/job share post for a Consultant in Dental Public Health, working within the National Dental Public Health Team, located in the Health Improvement Directorate. Candidates who wish to work flexibly, part time or job share will be considered.

A detailed job plan will be agreed between the post holder and PHE's National Lead for Dental Public Health. The job plan will comprise 8 programmed activities (PAs).

2. Job Summary

The National Consultant in Dental Public Health (NCDPH) will be part of a national team leading and delivering on national priorities for PHE and partners, and supporting Dental Public Health Consultants and partners at Centre level within PHE.

They will support the development and implementation of national work plans, and each of the NCsDPH will take leadership and management roles delivering on key functions for dental public health including: oral health improvement/ water fluoridation/ evidence, intelligence and epidemiology / support to the Department of Health and Social Care (DHSC) and NHS England (NHSE) with commissioning/ health protection with relation to dental services/ workforce development and network development.

The Consultants will support functional and geographic networks at a subnational level and may take on a professional leadership role across PHE.

The post holder will be expected to support and deputise for the national lead for Dental Public Health and the other NCsDPH

3. The employing organisation

Public Health England provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. PHE is an executive agency of the Department of Health. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

4. The Health Improvement Directorate

The post sits within the Health Improvement Directorate which takes the lead in promoting healthier lifestyles, chronic disease prevention, national health marketing and health equity programmes. This saves lives, promotes wellbeing and helps create environments where individuals, families, and communities are better informed, more empowered, healthier and happier.

The Directorate takes an integrated approach to closer alignment of our surveillance, data, evidence and research capability with our policy advice expertise. Its continued application of evidence into practice is vital to inform and influence public health across national and local government, and the NHS. It:

- works with a range of partners, within and outside PHE, to develop and implement robust, effective health programmes and to address the social factors that affect people's health.
- works at a national level with local government and the NHS to protect and improve health and wellbeing and to help people make healthier choices. This reduces health inequalities so the poorest and most poorly benefit most.

- works with partners to inform, educate, and empower people and communities, especially those in greatest need. It helps people to take more control of their health and the things that affect their health.
- works across the system to develop a robust public health workforce that is knowledgeable, capable, and effective at improving health, promoting wellness, and tackling health inequalities.
- champions science and looks to put research into practice – we always call on the best available evidence when advising, developing and implementing high-impact strategies to improve health outcomes.
- builds partnerships and engages a wide range of stakeholders to help address health inequalities and influence the factors that affect the public's health.

5. Healthy People Division

The Dental Public Health Team is part of the Healthy People Division which is a diverse group of teams that aim to improve population health outcomes and reduce health inequalities through providing expertise and system leadership within PHE and with partners.

6. National Dental Public Health team

The dental public health team includes:

- National lead for dental public health
- National Consultants in Dental Public Health
- Senior Fluoridation Operations Manager
- Contracted Fluoridation expert specialist engineer
- Senior dental public health intelligence analysts
- Epidemiology and national administrative support
- Senior Public Health managers
- Strategic Dental Public Health Lead
- PA and operational support
- Academic Consultants (funded contracts)

The Senior Team meets weekly and has a face to face meeting (when possible) once a month. All members of the wider team join the monthly meeting.

7. Management arrangements

The post holder will be professionally and managerially accountable to the National Lead for Dental Public Health. An initial job plan will be agreed with the successful candidate when they take up the post. This job plan will be reviewed as part of the annual job planning process.

8. Specific Responsibilities

The post holder will manage a portfolio in **one or more** of the key functions within the dental public health team. These include:

- oral health improvement and reducing inequalities
- water fluoridation
- evidence, intelligence and epidemiology
- support to the DHSC, NHSE and Office of the Chief Dental Officer
- health protection in relation to dental services
- workforce and network development
- Co-ordination of academic dental public health work to support PHE

All NCDPH will:

- deputise for the National Lead Dental Public Health and other NCsDPH as required.
- provide strategic leadership for dental public health ensuring alignment with PHE's aims and priorities.
- provide expert advice and support to the National Executive Director Health Improvement for all the functions of the division and act as an ambassador and a credible subject expert across both PHE and the wider public health system.
- manage a range of national external relationships relevant to the portfolio and work in matrix collaboration within the Directorate and more widely across PHE to drive results.
- support and influence national policy development on oral health and dental services and support local implementation.
- provide sub national support for clinical quality, patient safety and identification of risk in dentistry, including the management of serious poor performance or patient safety issues which cross multiple organizational boundaries where needed.
- provide professional leadership to dental public health staff throughout PHE as a subject expert.
- identify and secure the active involvement and engagement of sponsors, key partners, stakeholders and agencies, ensuring collaborative working and the use of modern management of change processes to overcome resistance to change and ensure successful outcomes.
- develop, review and co-ordinate national networks of Consultants in Dental Public Health to support work programmes.
- lead and develop a professional team, with accountability for the effective deployment of human, financial and physical resources.
- negotiate and secure appropriate resources (people and money) to ensure successful implementation of strategies or programmes and manage resultant budget(s).
- where required, be responsible for interpreting national policy and strategy to establish goals and standards for subnational areas and ensure implementation and delivery.
- ensure appropriate data collection systems are in place or established to ensure changes are evidenced based and service and healthcare improvements can be quantified and measured.
- maintain an understanding of best practice nationally and internationally to support the strategic development of oral health improvement initiatives and improvements to healthcare services.
- promote freedom of Information and ensure that all staff within their team understand and fulfill their obligations under Freedom of Information legislation in line with PHE's policy.
- respond to Parliamentary questions, enquires and calls for advice for Ministers.
- ensure that the philosophy and best practice for "Improving Working Lives" are adopted, openly discussed and implemented.

- ensure that processes exist for effective communication with all staff, irrespective of working pattern, that staff involvement in decision making is positively encouraged and that staff are fully engaged in changes affecting them. Ensure that the findings of the staff survey are openly discussed and action plans developed and implemented.
- ensure that all PHE policies are brought to the attention of all staff and are readily and easily accessible.
- be responsible for promoting diversity and equality of opportunity across all areas of PHE. This applies in service delivery, as an employer and for staff under your management control and ensure that staff are aware of their equal opportunities responsibilities and their performance in this area is included in the appropriate performance review.
- deliver specialist training in dental public health for any specialty registrars seconded to national team, and dental public health development and training to the wider workforce and partners where appropriate.
- lead/ support functional and geographic networks to ensure:
 - resilience and continuity of service
 - consistency of approach
 - sharing best practice and its local application
 - avoidance of duplication and economies of scale
- Exercise political astuteness in partnership working in particular with external organisations

The specific duties of each NCDPH will depend on their key function/s role and may involve a combination of the following:

- Strategic planning, co-ordination and delivery of the NHS Dental Epidemiology Programme for England and the National Decennial Epidemiology Survey.
- Strategic planning and co-ordination of evidence and data requirements for PHE and partners.
- Responsibility for the strategic and operational aspects of England's water fluoridation schemes, both current and future.
- Supporting PHE in exercising the functions and responsibilities of Secretary of State in relation to water fluoridation including the requirement to undertake health monitoring.
- Responsibility for proactive and reactive aspects of health protection with relation to dental services and patient safety issues.
- Responsibility for supporting partners (including DH, NHSE, LAs) and the public with evidence based oral health promotion resources
- Responsibility for coordinating the work of those dental public health academics funded by PHE to ensure their objectives meet the needs of PHEs work plans.
- Support to the Department of Health Dental System Reform programme and future strategic programmes of work
- Support to the office of the Chief Dental Officer (OCDO) and the work of the National Dental Commissioning Group

- Support to Dental Health Education England Advisory Groups and wider workforce development
- Support the National Dental Public Health Lead in discharge of their professional responsibilities with CDPH including supporting Centres and PHE Medical Director with PDPs and any performance issues.

9. Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

10. Professional obligations

The post holder will be expected to:

- participate in the organisation's staff appraisal scheme and quality improvement programme and ensure appraisal and development of any staff for which s/he is responsible.
- pursue a programme of Continuing Professional Development, in accordance with General Dental Council or the Faculty of Public Health requirements, audit or other measures such as future revalidation required to remain on the GDC Specialist Register.
- practice in accordance with all relevant sections of the General dental Council's Standards and the Faculty of Public Health's Good Public Health Practice.
- undertake annual professional appraisal and undertake the professional appraisal of others

These professional obligations should be reflected in the job plan. The post-holder may also have external professional responsibilities, e.g. in respect of training or specialty societies. Time allocation for these additional responsibilities will need to be agreed with the line manager.

11. Key relationships

Within PHE:

- Director of Health Improvement
- National Lead for Dental Public Health
- National and Centre level Consultants in Dental Public Health Team
- PHE staff across the Tri-directorate
- Centre and Regional Directors and their teams
- PHE staff within health protection and Medical Directorate

Outside PHE:

- OCDO and national NHS England medical and commissioning and operational directorate dental teams
- Dental policy team within Department of Health
- Health Education England – national and local
- Local Dental Networks and national steering group
- Local Government Association
- Directors of Public Health and their teams, and Health and Wellbeing Boards

- Dental Public Health Academics
- International links with dental public health professionals
- British Dental Association

12. General conditions and Terms and conditions of service

The job description will be subject to review in consultation with the post holder in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

This is a substantive appointment to the terms and conditions of service for doctors and dentists in public health medicine and community health service and hospital medical and dental staff England and Wales.

The salary for this post will be to the point of the consultant medical salary scale for England appropriate to your years of seniority (Salary scale (01/03/2021) £82,096 to £110,683 per annum)

The post holder will be eligible for local and national Clinical Excellence awards and any existing awards held will be honoured.

Membership of the National Health Service Pension Scheme is available, unless an Employee decides to opt out or is ineligible to join.

Because of the nature of the work of this post, it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions, including those which, for other purposes, are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Public Health England. Information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

Candidates must be included on the GDC Specialist List for dental public health.

This appointment is subject to completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by Public Health England.

Indemnity

As the post-holder will only be indemnified for duties undertaken on behalf of Public Health England, the post-holder is strongly advised to ensure that he/she has appropriate professional defence organisation cover for duties outside the scope of Public Health England and for private activity. For on call duties provided to other organisations as part of cross cover out-of-hours arrangements, Public Health England has confirmed that those organisations will provide indemnity for the post-holder.

Flexibility

The post-holder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices, both within any relevant local public health networks and at other organisational levels, as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

Confidentiality

The post-holder has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organisation.

Public Interest Disclosure

Should the post-holder have cause for genuine concern about an issue (including one that would normally be subject to the above paragraph) and believes that disclosure would be in the public interest, he or she should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

Data protection

If required to do so, the post-holder will obtain, process and use information held on a computer or word processor in a fair and lawful way. The post-holder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Smoking policy

The employing organisation has a policy that smoking is not allowed in the work place.

Equal opportunities policy

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.

National Consultant in Dental Public Health - Person Specification

	Essential	Desirable	Assessed?
Qualifications Registration Specialist Listing Professional Qualifications (see Footnotes)	<ul style="list-style-type: none"> • Full registration with the UK General Dental Council (GDC) • On the GDC Specialist List • Master's degree in public health or equivalent • Intercollegiate Specialty Fellowship Exit Examination in Dental Public Health or equivalent • Possession of a Certificate of Completion of Specialist training in Dental Public Health 	<ul style="list-style-type: none"> • Fellowship in Dental Surgery or Membership of the Faculty of Dental Surgery, or equivalent 	C, A
Training (see Footnotes)	<ul style="list-style-type: none"> • Successful completion of an SAC-approved 4-year minimum training programme in Dental Public Health (3 years if in possession of an SAC-approved Masters qualification) or equivalent 		A,
Teaching	<ul style="list-style-type: none"> • Experience of post-graduate and undergraduate teaching and training at an appropriate level 	<ul style="list-style-type: none"> • Experience of training StRs in dental public health • Possession of a further qualification in teaching and training 	A, I
Experience	<ul style="list-style-type: none"> • Wide experience and understanding of dentistry and oral health, of the organisation and governance of the profession. • Demonstrate significant strategic leadership for dental public health 	<ul style="list-style-type: none"> • High level of understanding of epidemiology with proven outputs • Experience of management or professional oversight of peers. 	A, I
Audit	<ul style="list-style-type: none"> • Effective participation in audit 		A, I

Research	<ul style="list-style-type: none"> • Ability to appraise scientific literature critically 	<ul style="list-style-type: none"> • Publications in refereed journals • Research relevant to Dental Public Health 	A, I
Management	<ul style="list-style-type: none"> • Able to prioritise and deliver high quality work against a background of change and uncertainty • Experience of achieving innovation and change • Be a strategic thinker with proven leadership skills 	<ul style="list-style-type: none"> • Possession of a management qualification • Have a significant involvement and experience at national and local level in dental professional organizations or societies 	A, I
Personal qualities	<ul style="list-style-type: none"> • Commitment to and focused on quality, promotes high standards in all they do • Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others • Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation • Actively develops themselves and supports others to do the same • Is able to work independently and be proactive with identifying opportunities. • Excellent communication and presentation skills • High level of emotional intelligence • Values diversity and difference, operates with integrity and openness • Proven and effective interpersonal, motivational and influencing skills • Demonstrates high level of political awareness and understanding of organizational cultures • Sensible negotiator with practical expectation of what can be achieved 	<ul style="list-style-type: none"> • Mentoring and coaching skills • Highly developed analytical skills 	A, I

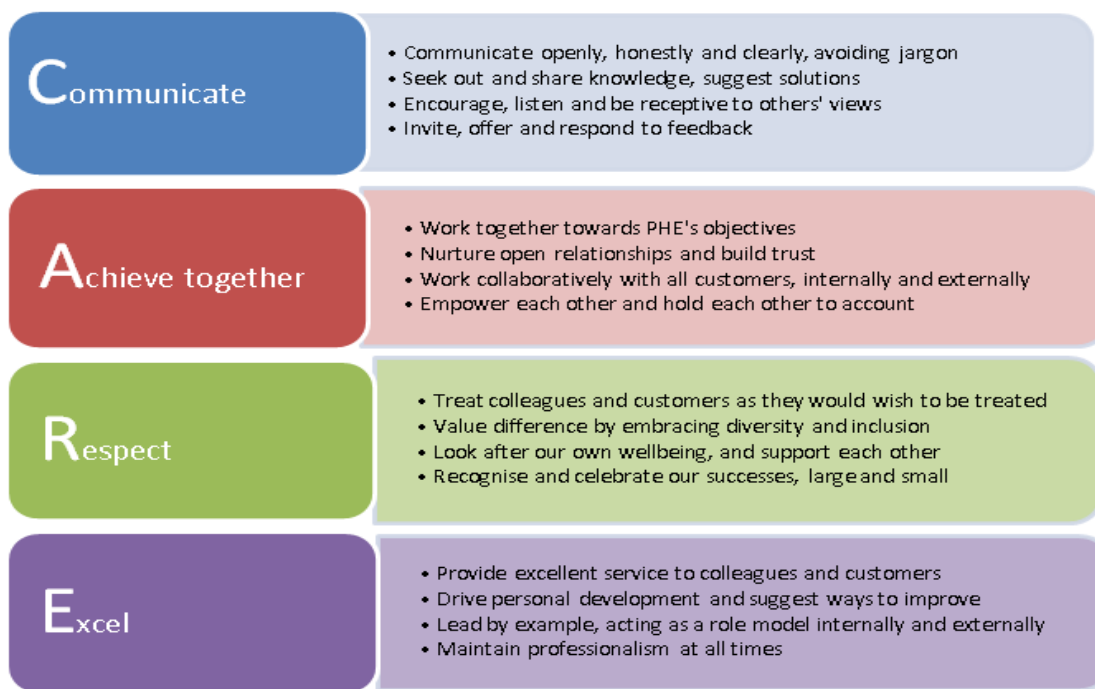
Assessment will take place with reference to the following information
A = Application Form I = Interview C = Certificate

Footnotes:

1. The professional qualifications and training requirements listed apply to individuals who have completed specialist training within the last few years. Existing Consultants and other individuals, who have gained entry to the specialist list during the mediated entry period, will not be expected to hold all or any of these professional qualifications and might not have followed the established training pathway, which is why the term 'or equivalent' is used. Due to the experience required for a national role, trainees within 6 months of completion of training will not be eligible for this post.
2. Current holders of a PHE, NHS or Honorary Consultant Contract in Dental Public Health are eligible for short-listing.
3. Applicants who are nationals from another EEA country or overseas would have to demonstrate equivalent training/qualifications and be eligible for registration and inclusion on the UK General Dental Council's specialist list in Dental Public Health.

Our behaviours

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more. The CARE people's charter reflects PHE's behaviours.



PHE and Civil Service Code of Conduct

PHE has adopted a Code of Conduct that incorporates both the Civil Service Code, which also applies to all our staff, and our professional responsibilities. This PHE Code applies to all staff employed by PHE, secondees, agency staff and individuals holding honorary contracts.

All staff must abide by this Code of Conduct as a contractual responsibility and so the Code of Conduct forms part of an individual's contract of employment.

The PHE Code of conduct and Civil Service Code can be found on the PHE intranet page.

Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....