



# The Association of Directors of Public Health

## Job Description

<b>Job title:</b>	Chief Executive
<b>Salary:</b>	£99,000+ depending on knowledge and experience
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	President, ADPH

### ADPH

The Association of Directors of Public Health (ADPH) is the membership body for Directors of Public Health (DsPH) in the UK. It represents the professional views of all DsPH as the local leaders for the nation's health.

The Association has a heritage dating back over 160 years and is a collaborative organisation, working in partnership with others to strengthen the voice for public health. It seeks to improve and protect the health of the population through collating and presenting the views of DsPH; advising on public health policy and legislation at a local, regional, national and international level; facilitating a support network for DsPH; and providing opportunities for DsPH to develop professional practice.

[www.adph.org.uk](http://www.adph.org.uk)

### Job Purpose

- Be responsible for adherence to the Association's values aims and governance as a public health organisation and compliance with company and charitable law.
- Be accountable to the members through the Board for the management of the business, finances, staff and other ADPH resources.
- Develop ADPH as a sustainable and successful organisation.
- Develop, direct and be responsible for the delivery of work programmes that reflect the needs and concerns of Directors of Public Health across the UK.
- Establish and develop strong professional partnerships with other organisations, governments and individuals to enable and deliver successful collaborative work.
- Provide leadership for ADPH and continuity for members and stakeholders across electoral changes in the Board.

### Key relationships

- Directors of Public Health across the UK.
- Chief Executives and Chairs of other national organisations with public health links eg NHS, LGA, think tanks and single topic charities.
- UK Government departments with public health remits eg DHSC, PHW, UKHSA.

## Principal responsibilities

### Leadership

Develop the strategic direction for the Association together with the Board, and lead the organisation to ensure that the following functions are undertaken, overseeing their delivery:

- Horizon scanning, taking account of the complex national political and policy context to ensure that ADPH remains relevant and useful to Directors of Public Health and stakeholders across the UK.
- Championing ADPH, raising its profile and voice and promoting its objectives in order to create the environment in which to secure credibility, financial stability and good will.
- Understanding the demography, needs and concerns of Directors of Public Health across the UK to ensure relevant and timely ADPH work programmes.
- Championing the role and work of Directors of Public Health in order to develop an external understanding of the complexity of the role and support members and their needs.
- Continuity of the Association's work programmes and relationships across electoral changes and varying voluntary input.

### Management

Lead the organisation to ensure key aspects of management internally and externally are delivered including:

- Production and continuous review of a rolling medium term Strategic Business Plan and delivery of its objectives.
- Prioritising both planned and reactive work programmes to ensure effective outcomes and reasonable workload for staff.
- Sourcing and delivery of appropriate and timely bids for external funding to deliver additional relevant projects.
- Successful management of the Association's financial and operational affairs with probity and efficiency and delivery of a balanced budget.
- Effective management of staff and resources to ensure value for money and staff wellbeing.
- Development and maintenance of fit for purpose communication, engagement and information systems and policies for both internal and external use, including appropriate archiving and reporting.
- Maintenance of a robust and relevant governance framework (including a written Constitution) and support of its use at all times promoting a culture of quality and risk assessment and ensuring compliance with company and charity law.

### Deliverables

Lead and oversee the delivery of the following outcomes:

- Strong membership engagement and executive commitment through personal credibility and delivery.
- An impactful public health policy and advocacy programme balancing national public health

promotion with support for Directors of Public Health locally, managing conflicts of interest and opinion.

- A robust programme for public health practice improvement ensuring good practice is shared across the membership and stakeholders.
- A valued programme of development for Directors of Public Health, based on members' needs taking into account different priorities across the UK.
- Complex projects including research and evaluation to support ADPH work and the Director of Public Health role.
- Robust professional relationships with Government departments, local authority organisations and the NHS etc to ensure ADPH is a trusted and respected voice for public health.
- Professional links with other national public health organisations in order to maximise the voice for public health on a variety of issues and avoid duplication of effort.
- Robust links with the voluntary sector in order to collaborate on relevant advocacy and campaigns and support their public health work.
- Other appropriate collaborations and partnerships contributing professionally to external initiatives to provide added value to the Association's work.

## Professional

- Use public health knowledge and competencies to support the President, Vice-president, Board and Council in their ADPH work to maximise outcomes.
- Undertake teaching, coaching, publishing and presenting as appropriate.
- Contribute own public health knowledge and abilities to wider public health work as appropriate within the constraints of the role.
- Maintain and record a personal programme of continuing professional development.
- Adhere to ADPH values: members first; excellence; collaboration; inclusion and professionalism.

This job description will be reviewed not less than annually as part of the appraisal process.

**Last review date:** 27/03/2026