



# The Association of Directors of Public Health

## Job Description

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| <b>Job title:</b>      | ADPH Wales Programme Manager                                                                                                                                                                                   |
| <b>Hours:</b>          | Full time                                                                                                                                                                                                      |
| <b>Location:</b>       | Hybrid. Option to work from one of the Welsh Health Boards, from home or a combination. The post holder will be expected to attend regular meetings across Wales in person with occasional meetings in London. |
| <b>Salary:</b>         | £40,000 - £50,000                                                                                                                                                                                              |
| <b>Contract:</b>       | Fixed term for three years with a probationary period                                                                                                                                                          |
| <b>Responsible to:</b> | Deputy Chief Executive, ADPH                                                                                                                                                                                   |

## About 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.

## About the role

Wales has a population of 3.19 million. Wales has a notably older and sicker population compared to the rest of the UK. While about four in five Welsh residents self-report good general health, chronic conditions like cancer, dementia, and cardiovascular diseases remain major burdens. Wales delivers services through seven Health Boards. Health Boards are responsible for planning and delivering NHS services in their areas including primary care, secondary care, tertiary care, mental health and public health.

Each Health Board has an Executive Director of Public Health on the Board; this role is to support the DsPH in Wales in fulfilling their duties collectively. The DsPH have identified collective priorities including reducing health inequalities, increasing vaccination, reducing smoking and reducing obesity.

## Job purpose

- Manage the partnership of the Welsh DsPH through the ADPH Wales Network.
- Lead and deliver the ADPH's policy and external affairs work in Wales.

## Principal responsibilities

### Network Management and Development

- Foster collaboration and develop an effective network between the Welsh DsPH, and between the Welsh DsPH and other stakeholders.
- Organise and support Network meetings, training and events.
- Work with members across the Network and stakeholders to generate momentum and engagement around identified topics and emerging priorities.
- Coordinate initiatives to improve and share practice across the ADPH Wales Network and the UK.
- Produce reports and project proposals for the Network.
- Fulfil the needs of the DsPH and Health Board Public Health Teams in working more collaboratively to benefit the health of the population.

### Policy and External Affairs

- Represent ADPH Wales at events and meetings with a range of stakeholders to ensure the DsPH voice is shared and understood.
- Act as the main point of contact for external stakeholders and develop key working relationships across the public health system in Wales to ensure engagement and alignment on joint priorities.
- Develop, collate and frame ADPH Wales policy recommendations and evidence through briefings, letters, position statements, consultations, publications etc.
- Coordinate communications, publications, social media and the website for ADPH Wales.
- Horizon scanning and act as a source of expertise on the Welsh political and public health landscape and ensure members and staff are well briefed on key developments.

### Management

- Develop, manage and report on the ADPH Wales Work Programme, setting clear objectives to ensure high performance in achieving partnership goals.
- Develop governance processes and agreed ways of working as the Network evolves to ensure accountability.
- Work closely with the ADPH UK Team to ensure that the Wales Network operates within agreed arrangements and protocols for ADPH constituency networks.
- Provide project management expertise, including project planning, delivery and reporting, to ensure projects within the programme are delivered on time, to budget and are of high quality.
- Manage resources, such as staff, confidential information and financial resources as needed.

### Professional

- Develop knowledge of the work and role of DsPH, public health and the wider public health system.
- Comply with all ADPH policies and protocols including confidentiality.
- Uphold the ADPH values: members first; excellence; collaboration; inclusion; professionalism.

## Key relationships

- DsPH from the seven Welsh Health Boards

- Health Board Public Health Team Members
- ADPH UK staff
- Welsh Government Officials
- Welsh stakeholder organisations

## **Accountability and reporting**

Accountable to the Welsh DsPH. The post holder will be employed by ADPH UK.

This job description sets out the main responsibilities of the role. It is not exhaustive, and it will be reviewed with the postholder not less than annually as part of the appraisal process.