

Job Profile

Job Title: Camden Public Health Executive Business Manager
Job Grade: Level 4 Zone 2
Salary Range: £45,042 - £51,870

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. The Public Health Department is newly established in Camden, having previously functioned as a shared service between Camden and Islington councils. The department will connect public health and children's commissioned services and will deliver ambitious plans for addressing health inequalities and improving health and wellbeing for everyone in Camden.

About the role

In this role, you will:

- Provide first class, confidential and proactive support and will exercise your judgement as to the level of involvement required from the DPH and the urgency of the matter.
- Take lead responsibility for ensuring the smooth running of the DPH's daily operations which include the management of a busy schedule through effective diary management, proactively ensuring the best use of time for the DPH. You will proactively plan ahead, ensuring that time is available for strategic planning and other responsibilities and also that key deadlines for reports and response are met.
- Draft correspondence on behalf of the DPH and also delegate actions as required to ensure the timely preparation of reports and updates on behalf of the DPH.
- Provide the relevant secretariat to the DPH for a range of meetings and strategic conversations. This will include ensuring that meeting papers are collated and distributed by the agreed schedule and that relevant actions are accurately recorded at the meetings.
- Proactively look ahead to ensure that effective forward planning and relevant horizon scanning is undertaken. In doing this, work to build good working relationships with staff across the organisation
- Take ownership for and lead on the delivery of complex activities and events on behalf of the DPH, some of which will require rapid action and may sit outside of your usual day to day activities.
- Lead on a range of business management activities and duties for the department and will liaise with the Head of Integrated Strategy and Assurance and the rest of the PHSMT to ensure that the Business Support resource is allocated effectively to support the smooth running of the department.
- Line manage the Business Support Assistant whose duties include the day to day management of finance processes such as setting up and paying suppliers, taking forward any payment related enquiries and preparing for the finance year close. You will ensure that these processes are managed within the corporate policy.

- Provide regular support to managers with recruitment, including assisting the DPH with the recruitment to Public Health Consultant roles which needs to meet the additional requirements of the Faculty for Public Health. You will support recruiting managers by explaining and facilitating the requirements. This will include ensuring that the required approvals needed are expedited to meet the business needs of the Public Health Department.
- Support the onboarding of Specialty Registrars and GPs in training, liaising with Health Education England (HEE) and their employing trust as necessary.
- Work with HR to provide regular updates to the SMT on the Public Health workforce, highlighting any issues or areas of possible action for the SMT's consideration. You will also work with the Head of Integrated Strategy and Assurance and finance leads to provide a regular update on staffing to support budget setting and forecasting.
- The post holder will support the senior leadership team in developing and implementing any new HR initiatives. For example, a new approach to performance management, mandatory learning or anti-racism training. You will also support new starter induction to ensure that the specific requirements of the Public Health Department and the Corporate induction are met.

The role will also involve budget management and authorising and processing payments of up to £25,000 in the Camden's Oracle invoicing system. You will support the Head of Integrated Strategy and Assurance in the management of the departmental budgets which will include the maintenance of up to date records that support budget reviews and budget setting processes. You will also share the responsibility for the department's purchase cards with the Business Support Assistant, making payments on behalf of the Public Health department as appropriate and reconciling these using the online systems, including tracking receipts for expenses claims within the department and authorising these on the relevant system.

About you

In this role, at the heart of the new Public Health Department, you will support the Director of Public Health (DPH), enabling them to effectively lead on the development and delivery of strategic plans in the Council and also across a wider group of partners such as the Integrated Care Board (ICB). You will also establish a smooth working relationship with the Directors of Public Health office and that of Office of Health Improvement and Disparities (OHID) and UK Health Security Agency (UKHSA) and Association of Directors of Public Health (ADPH). Your duties will include the general management of the department's business support systems and staff, who support the smooth running of the department's day to day business, as well as specific administrative support to the public health department's Senior Management Team (PHSMT).

As a frequent first-point of contact for the DPH and the Public Health Department in this fast-paced, dynamic organisation, you will play a key role in leading and reflecting the highest quality of standards and professionalism. You must have the organisational skills to maintain high volume service delivery and customer service to our residents and partners. It is important that you are flexible and adaptable to the evolving needs of the DPH, the Public Health department and the ways of working. The role requires a "can-do" attitude and an ability to problem solve under pressure.

You will have strong written and verbal communication skills, that enable you to draft communications on behalf of the DPH and other senior managers in the department. You will also be able to build relationships quickly with officers across the organisation and partner agencies, including our Corporate Management Team and senior leaders. You will be confident engaging with senior leaders and elected officials and be able to undertake challenging conversations when required.

Work Environment:

The main Council office is at 5 Pancras Square which is where the Public Health Department is based. You may also be asked to attend meetings at other locations in Camden or in London. This role is suitable for home working and flexible working arrangements although in person attendance will be required as per the business needs of the department.

People Management Responsibilities:

The post holder will be directly managing the Business Support Assistant post.

Relationships:

The post holder reports to the Head of Integrated Strategy and Assurance role in the Public Health Department.

They will be in regular daily contact with the DPH and colleagues in the Public Health Department, and other departments in the Council, with senior leaders, Elected Members and their offices in the Council and with senior leaders and their offices at a range of partner agencies in Camden, London and Nationally. Whilst providing personal support to the Director, the postholder is likely to encounter matters that are confidential, contentious and complex which will require considerable discretion.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the

application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.