

# Job Profile

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## Public Health Practitioner Degree Apprenticeship

Grade: 6

### About the Job

This is a three-year full-time degree apprenticeship training programme. Apprentices will work flexibly under the direction of senior colleagues to develop and support a range of projects and programmes, work collaboratively with internal and external partners, and engage with communities to achieve the competencies needed to undertake the programme.

80% of the apprentice's time will involve on-the-job training within the Council's Public Health and Communities Hub. The remaining 20% of the apprentice's time will be spent undertaking a [BSc in Public Health \(Hons\) from the University of the West of England](#). On successful completion of the apprenticeship, the apprentice will achieve a BSc(Hons) Public Health degree (Level 6) and be eligible to apply to join the UK Public Health Register (UKPHR) as a Public Health Practitioner.

### This is what we need you to do...

- Provide support to a range of programmes across the Public Health and Communities Hub under close direction and supervision.
- Support the commissioning of services by reviewing guidance around current practice, contributing to the development of service specifications, working alongside service providers, and supporting the monitoring and evaluation of existing services.
- Support the collection, organisation and storage of data and information from a variety of sources.
- Support the delivery of communication plans with stakeholders and partners.
- Collate advice, evidence, and research relevant to the work of the Public Health and Communities Hub, compiling information to support decision-making and ensure best use of resources.
- Support public engagement processes, including reporting of client satisfaction feedback to inform commissioning decisions.
- Support contract administration and re-commissioning, including supporting communication with service providers and other stakeholders.
- Organising programme meetings, taking meeting notes and assisting with follow up actions.
- Support timely receipt of invoices and preparation of payments.

### Special Conditions

As this post is an apprenticeship, the appointed candidate will need to apply to UWE by end of June 2025 and be available to enrol during the summer, ready to start the programme on the first week of September.

## The ideal candidate will have...

### Experience

- Experience of working in an office environment or in a setting related to the role e.g. health or social care.

### Knowledge, Skills and Understanding

- An interest in public health and awareness of what causes ill health and health inequalities, with a drive to increase knowledge.
- Good interpersonal skills, with the ability to build strong relationships with colleagues and external partners, contributing to shared goals.
- Experience of collaborating with others.
- Good communication skills, with the ability to present information clearly and concisely, both verbally and in-writing.
- Good organisational skills, with the ability to work across multiple projects simultaneously.
- Ability to act on own initiative when required and take a methodical, analytical approach to work.
- Ability to analyse issues and problems, and work with others to design and implement effective solutions.
- Ability to use Microsoft Office, including Microsoft Word, Excel, and PowerPoint, with a willingness to learn new applications and technology as appropriate

### Behavioural attributes

- Aligns with [Gloucestershire Employee Values](#) and behaviours.
- Able to value every colleague as an individual, championing equality, diversity, and inclusion.
- Enthusiastic and committed to improving community health and wellbeing, and to reduce health inequalities.
- Able to work and communicate effectively with people at all levels within, and external to, the council, including the public.
- Flexible, self-motivated and with a “can do” attitude to work.
- Ability to adapt to new working practices in response to organisation change and shifts in evidence base.
- Organised and able to meet deadlines.
- Committed to continuous improvement.
- Ability to work on own initiative.
- Ability to work effectively as part of a team with a collaborative approach.

### Education & Qualifications

#### Essential

- Minimum Grade C/4 or above in English Language and Grade C/4 or above in maths, or equivalent. (Functional skills Level 2 in English and Maths will be accepted)
- 96 UCAS tariff points. This is a UWE requirement and can be checked at the following link: [UCAS Tariff Points - Calculate Your Entry Requirements](#).

### Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.