



**UK Public Health Network hosted by
Association of Directors of Public Health (ADPH)**

Job Description

Job title:	Network Coordinator
Department:	ADPH
Salary:	£42,000 - £45,000
Hours:	Full time
Contract:	dependant on funding after March 2022 - secondment considered
Line Management:	ADPH Chief Executive
Oversight & direction	UKPHN CEOs Group

UK Public Health Network

The UK Public Health Network was set up in October 2014. It provides a unique forum for public health professionals in the UK to share knowledge, agree priorities for improving the health of the public and to speak with one voice on common strategic issues. It works collaboratively and in partnership with the UK's umbrella and membership public health organisations, including the statutory agencies across all four countries.

The Network is currently hosted by, and co-located with, the Association of Directors of Public Health and is directed by the CEOs Group which includes: ADPH; FPH; RSPH; UKPHR.

ukpublichealthnetwork.org.uk

ADPH

The Association of Directors of Public Health (ADPH) is a Charity and Company Limited by guarantee and is the representative body for Directors of Public Health (DPH) in the UK.

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.

The Association has a rich heritage, its origins dating back more than 150 years. It is a collaborative organisation working in partnership with others to maximise the voice for public health.

adph.org.uk

Job Purpose

- To act as Operating Officer for the UKPH Network
- To oversee the development of the Network and delivery of its work programme

Key relationships

- CEOs & chairs of public health organisations across UK

Principle responsibilities

Organisational

- Oversee the governance of the UK Public Health Network through the Chief Executives' Coordinating Group, providing business management support as required
- Support the development of and deliver the Network business plan
- Line manage the Network Administrator
- Identify funding opportunities to provide grant income in support of the Network's activities
- Build capacity across the Network by identifying opportunities to do work once and share
- Identify opportunities to bring the Network together to encourage the sharing of information and knowledge, including supporting the development of the policy leads group

Deliverables

- Manage the Network budget and report to funders as required
- Manage delivery of the biannual meetings of the Network with the aim of sharing learning, knowledge and expertise across the four nations of the UK
- Develop and maintain the Network's website, including content management, to act as a repository for Network outputs and enabling knowledge sharing between Network member and observer organisations
- Develop and maintain a social media presence for the Network to develop wider engagement
- Undertake horizon scanning on strategic issues of interest to the UK Public Health Network
- Publicise the Network's thinking and outputs using all appropriate means, in order to engage with the wider public health system
- Undertake desk research and write briefing papers and responses to consultations and enquiries in a timely manner

Professional

- Comply with all UKPHN and relevant ADPH policies and protocols including confidentiality
- Hold to the core public health values: equity; empowerment; fairness; inclusiveness; effectiveness; evidence-base
- Act according to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership with respect for all others and the environment

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