

## Head of COVID Response Team

<b>Department</b>	Strategic, Policy, Performance and Population	
<b>Section</b>	Public Health	
<b>Reports to</b>	Deputy Director of Public Health	
<b>JE Ref</b>	SPPP1045.1	
<b>Grade</b>	CS14	<b>JE Date:</b> 13/01/2023

### Job purpose

Lead key COVID-19 policy and strategy priorities, directing the COVID-19 policy team to develop and maintain a broad range of evidence-informed COVID-19 public health policy, strategy, delivery programmes and projects, providing expert advice to Ministers, Directors General and the Director of Public Health to ensure the Island's COVID-19 health and wellbeing objectives are met. Be the key responsible senior officer for a portfolio of work with significant direct impact on the legal frameworks in force in Jersey, on public service provision across the Island, on public finances and spending, and on the reputation of the Government of Jersey. In addition, this role is likely to require lead on wider health protection work or other Public Health priorities, as requested by the Director or Deputy Director of Public Health.

### Job specific outcomes

Provide administrative and intellectual leadership to long, medium and short-term population level COVID-19 health and wellbeing policy and strategy to meet Ministerial objectives, the Government's strategic aims, and Jersey's international obligations, across COVID-19 public health priorities.

Lead structured, robust, evidenced informed and population needs-led COVID-19 policy and development projects (e.g., lead and develop bespoke COVID-19 policy, present policy options for decision to Ministers and the Council of Ministers, advise and/or facilitate all COVID-19 related boards (including Scientific and Technical Committee and COVID Risk and Co-ordination Group); develop and present policy options; lead public and professional engagement) to drive and lead on the development of robust, continually improving and future-orientated COVID-19 policy and delivery programmes addressing health inequality and population level health outcomes.

Provide honest, objective and impartial evidence-informed advice to Ministers and the Council of Ministers - and once decisions are taken, publicly support and deliver them. Ensure teams provide accurate and professional briefings, advice, guidance and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

Identify where action is required and work closely with other government departments, clinical leads, champions and other key stakeholders across the public sector to establish and facilitate structures for the implementation of COVID-19 policy and related delivery programmes. Ensure that the policy, planning and legislative frameworks across the COVID-19 portfolio remain effective and relevant by pro-actively identifying when action is needed. Work closely with partner departments including with

the Law Officers' Department and Law Draftsmen's Office, so that Jersey policy and law for COVID-19 are appropriate, robust and achieve the intended outcomes.

Consider and implement the most effective mode(s) of engagement, in order to involve the public, service users, frontline staff, delivery partners, and/or wider stakeholders in development and evaluation of COVID-19 policy and delivery, thereby ensuring outcomes are appropriate, deliverable and informed so that they lead to reductions of transmission and severe COVID-19. Act as a focal point and COVID-19 policy expertise, to represent the government at meetings and in the media where needed. Champion openness and responsiveness to complaints, comments and questions, thereby enhancing the transparency of the COVID-19 policy process.

Build strong relationships and networks by representing the Island in inter-jurisdictional activities, leading knowledge transfer and development. Develop strong links across jurisdictions, departments, industry / business and other key stakeholders, including the public and their representatives, affording a network of contacts to inform the work of your team. This includes promoting innovation in service delivery.

Deliver a whole-Island and long-term approach to enhance decision-making and COVID-19 policy delivery. Stay up to date with the COVID-19 policy in other jurisdictions. Undertake horizon scanning and scenario planning, and maintain a rolling programme of projects to develop a vision of how Jersey can meet future challenges. Take a fresh look at issues, and consider how Jersey might innovate to respond to them in order to improve both current and longer-term COVID-19 policies, strategies and plans and programmes achieving better health and wellbeing outcomes for Islanders.

Improve the effectiveness of government and service performance, by leading the appraisal of corporate plans, policies or projects proposed by other departments and/or external organisations to ensure consistency with strategic objectives and supporting consistency and quality of policy/strategy and delivery planning across the public sector.

Ensure delivery against plans, including putting in place appropriate resources and tools for delivery and monitoring for major projects and developing project management skills within the COVID-19 policy team. Ensure clarity of responsibility with implementation teams, including monitoring, review and evaluation so that better services and/or outcomes are achieved.

Lead teams to deliver on time and to quality standards. Invest in the personal and career development of staff. Undertake appraisals, management of sickness absence, disciplinary matters, recruitment and selection. Commission and manage consultants and contracts for services. Act as a role model at all times, supporting teams and individuals to develop and achieve their potential and encouraging a learning culture focused upon improvement and high performance.

The postholder will also be expected to be flexible in their area of responsibility and may be directed to undertake duties similar to those outlined above within the wider Public Health portfolio and to lead on non-COVID health protection and public health priorities as required.

#### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

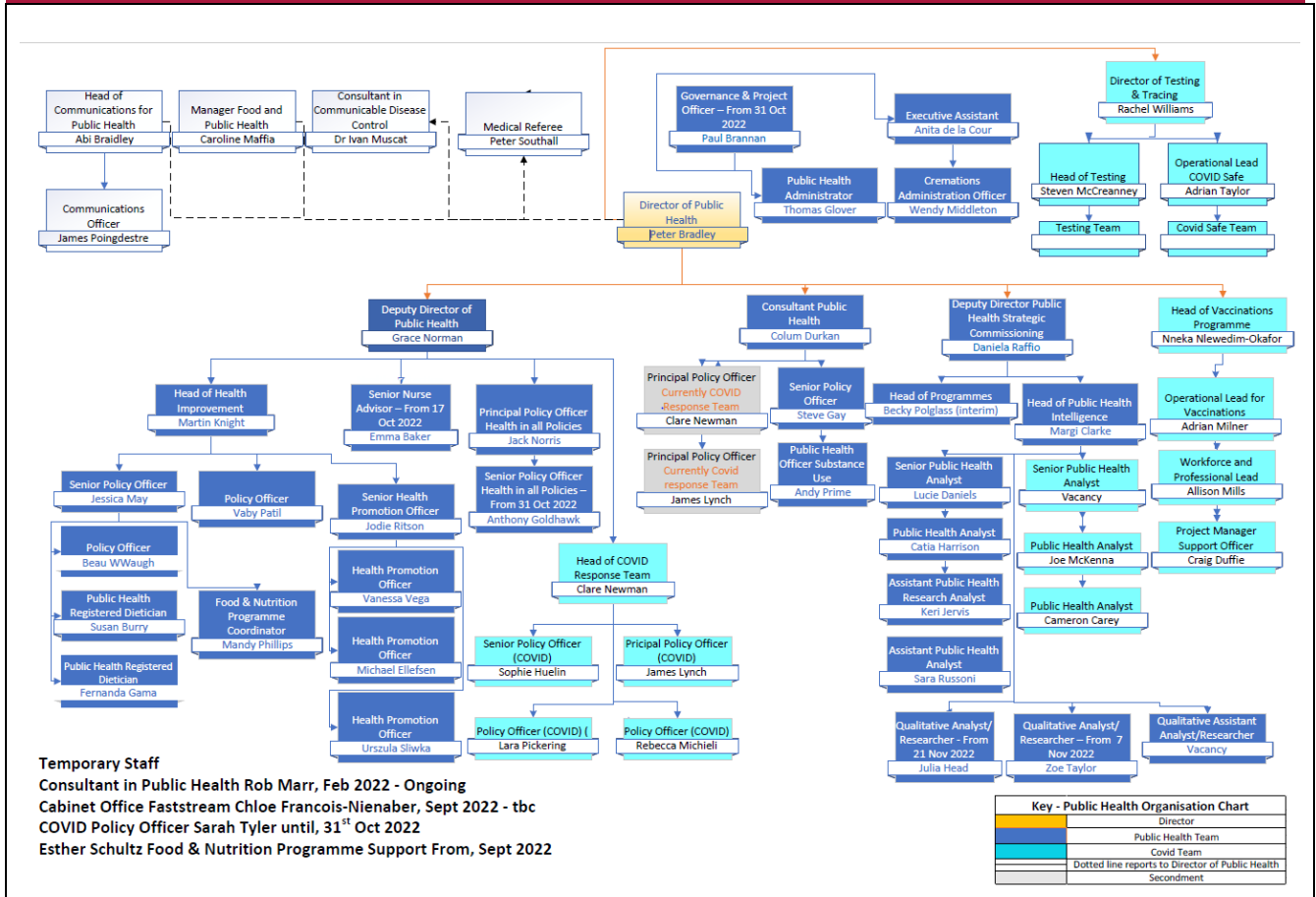
- Leading collaborative policy making and co-producing planning documentation.
- Support and facilitate good policy and strategy making.
- Contribute to the development of public health and policy profession and policy making methods and tools.
- Make a significant contribution to improving health outcomes for islanders through service quality improvement and innovation

**Organisational structure**

**One Government Departments**



## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p>	<p>A degree in a health related science</p> <p>A post graduate qualification in public health or relevant professional qualification or higher degree (as above) or equivalent experience.</p> <p>A recognised leadership qualification or equivalent experience gained during a significant management role.</p> <p>Registration, or working towards registration at practitioner level or above with the United Kingdom Voluntary Register for public health professions</p>	<p>Specialist training in media awareness and interviewing skills, with evidence of good practice experience.</p> <p>A project management qualification.</p>
<p><b>Knowledge</b></p>	<p>Detailed and specialist COVID-19 or health protection knowledge, including evidence informed and population needs , with evidence of application across government policy. A strong understanding of current developments in COVID-19 or health protection policy worldwide but in particular in the UK and EU. Thorough knowledge and understanding of the challenges that face Jersey for the future and to be the Island expert on COVID-19 (alongside the policy and governance requirements across the public, private and voluntary sectors)</p> <p>Detailed understanding of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate at the highest level within them (e.g., the Island Plan, Common Strategic Policy).</p> <p>Understanding of organisational and culture change in the public sector. Ability to contribute to change projects, from a position of knowledge and experience.</p>	

	<p>In-depth understanding of ways to work effectively with a diverse range of stakeholders to deliver policy and strategic plans, including through co-production.</p>	
<p><b>Technical / Work-based Skills</b></p>	<p>Highly developed policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment to effect policy development and ensure implementation.</p> <p>Outstanding political awareness, understanding of the political process and ability to influence and work effectively with ministers and other politicians.</p> <p>Outstanding analytical, problem solving and strategic thinking skills.</p> <p>Proven and advanced ability to accurately and robustly interpret scientific and public health evidence alongside population health data and insight from strategic needs assessment in order to identify, advise, recommend and design and drive best-practice policy solutions and options to reduce health inequality and deliver improved population level health outcomes.</p> <p>To design and lead evaluation of interventions and related outcomes to provide and present proposals and recommendations for continuous improvement and/or change based on sound methodology informed by evidence</p> <p>Ability to negotiate, influence and convey an argument persuasively and with confidence.</p>	

	<p>Expertise in a range of policy development and/or strategic planning techniques.</p> <p>Experience and proven ability in advance project management skills in delivering large scale COVID-19 strategy and programmes in a complex and multi-stakeholder environment and / or in a highly political environment that is subject to uncertainty and rapid change (e.g., involving senior politicians, business leaders, the judiciary, and international partners).</p> <p>Working with and developing services across complex health care systems and aptitude in the development, maintenance and control of resources in order to deliver “best value” in the use of financial and resource management.</p> <p>Demonstrable experience of working in a senior role, able to guide and lead a team to develop robust policy options and negotiate competing stakeholder interests in a sensitive political environment.</p> <p>Excellent partnership working and leadership skills, able to motivate, challenge and develop a team of officers and officials at different levels of seniority and experience (including temporary secondees) to effect on reducing health inequalities and improved population health outcomes.</p> <p>Exceptionally organised; able to deal with multiple competing priorities and a high workload.</p>	
<p><b>General Skills/Attributes</b></p>	<p>Effectiveness and credibility with a diverse range of stakeholders.</p>	

	<p>Highly resilient, maintaining effectiveness under significant pressure and when dealing with challenging situations.</p> <p>Ability to work independently and autonomously.</p> <p>Excellent presentation and communication skills to communicate complex, sensitive or contentious information (e.g. to Council of Ministers).</p> <p>Excellent writing skills; ability to create documents, communications materials and supporting government publications which explain complex issues clearly and simply.</p>	
<p><b>Experience</b></p>	<p>Significant experience in leading and developing COVID-19 policy and strategic planning.</p> <p>Extensive experience of working with politicians in local/national government.</p> <p>Significant middle management experience.</p> <p>Experience of successfully leading policy, strategy and/or large-scale area planning, engaging with stakeholders at all levels including Ministers and Chief Executive.</p> <p>Experience of overseeing strategic and operational policy frameworks to ensure that new policy opportunities and challenges are identified and addressed.</p> <p>Experience of representing the views of ministers and other senior leaders to ensure that policy, political, and communications priorities are fully understood by stakeholders.</p> <p>Experience of working with legislative drafting teams to translate policy intentions into effective law.</p>	



## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.