

## **ADPH staff roles and responsibilities**

### ***Principles***

- Ensure maximum benefit from the work of Hon Officers, executive and members
- Adhere to the standards for Public Health organisations including considering environmental impact

### ***Standards***

- To be as efficient and cost effective as possible in all Association work
- To facilitate the sharing of best practice and learning across national borders
- To work in collaboration rather than competition with the other PH Associations
- To work towards the sustainability of the Association and its remit

### ***Chief Executive - job purpose***

- Develop the Association as a sustainable and successful organisation
- Ensure the Association adheres to its principles and aims as a Public Health organisation
- Successfully manage the business, finances, staff and other resources of the Association and be accountable to the members through the Hon Executive
- Develop, maintain and ensure adherence to a robust governance framework for the association
- Form strong relationships with other Public Health bodies and individuals with the aim of partnership and collaboration
- Work with the ADPH executive team, partners, collaborators and the wider public health community to formulate, deliver and disseminate policy work and advocacy
- Initiate, develop and deliver projects and events to support DsPH and their work

### ***Project Manager – job purpose***

- Support the full Executive in their work
- Project manage collaborative policy work on behalf of the Association
- Project manage Association events
- Undertake surveys and other research across the membership
- Undertake project work for Cambridgeshire PCT as agreed

### ***Administrator and project manager – job purpose***

- Be the first point of contact and main source of communications with members
- Maintain and develop the membership database ensuring confidentiality
- Provide high quality administration for the President and Chief Executive
- Manage projects and events including the Annual Report Competition