

ADPH staff

Patricia Leming – Administrator & Project Manager

Patricia works part-time as first point of contact for the ADPH and is responsible for the diary management of the ADPH President and Chief Executive. Other projects include financial and organisational administration, co-ordination of events eg: annual conference and policy workshops. Patricia also supports ADPH Policy Manager through high level administration.

Patricia has over 20 years of experience working within the NHS. She worked at ALPHA (Access to Learning for the Public Health Agenda) starting as Office Manager in July 2001 and later becoming Business Manager. Her main responsibilities were: business and financial management, human resources lead, systems design, line management of the support team, ad-hoc projects eg short-term H.R. management for the Public Health Training Programme. More recently Patricia has worked as Parish Secretary for Great St Mary's University Church in Cambridge. This was an interesting role with a wide variety of responsibilities and a great deal of communication with the congregation and members of the public.

In 1998, Patricia studied for and gained the Professional Certificate in Management (Open University) and Part 1 (of 2) Postgraduate Diploma in Management (OU) – Managing Development and Change in 2000. She is an Associate member of the CIPD (Chartered Institute of Personnel and Development). Patricia completed the Foundation Course in Multi-disciplinary Public Health in 2002.

Caroline Bosworth – Virtual Administrator

Caroline works part time from home as a virtual administrator providing a clerking service to the honorary officer and executive meetings. Other work includes membership communications and workshop organisation.

After graduating, Caroline worked primarily in industry in HR, specialising in designing and running assessment centres, psychometrics, management of change events and management development. She was also responsible for the design and delivery of training and user documentation for a regional income management system. More recently, Caroline has been engaged with the local community as Chair of the Ely and District CAB (Citizen's Advice Bureau) board of Trustees and as a Magistrate.

Caroline is a Member of the Chartered Institute of Personnel and Development (MCIPD) and holds a range of psychometric qualifications. More recently she attained level 4 of PTLLS – preparation to teach in the lifelong learning sector.

Julia Ellis – Head of Policy

Julia has a wide-ranging experience in complex administration and organisational governance, having worked within local authorities and with the Royal College of Nursing, helping to lead and deliver corporate governance support services.

She has worked at the centre of policy development, particularly relating to public health, nursing and healthcare and been involved in strategic development to support organisational priorities and objectives. Julia has experience of reviewing and introducing organisational development and change. She has contributed to the production of corporate publications and the revision into 'plain English' of complex constitutional documents. She has worked as part of a team responsible for organising high profile national events. Whilst working in local government she gained a Higher National Certificate in Public Administration. In 2004 Julia completed a Foundation Course in Multi-disciplinary Public Health.

More recently, Julia worked as a Project Manager for ALPHA, with a particular remit for children's and young people's services. She managed a variety of multi-disciplinary public health projects, including qualitative research, strategic development & implementation, supporting the integration of children's and young people's services, and event management.

Julia's previous role as a Project Manager for the Association of Directors of Public Health included developing new governance structures for the organisation and collaborative public health policy development.

Nicola Close - Chief Executive

Nicola became the first Chief Executive of the Association of Directors of Public Health in June 2007. Her remit included developing and implementing a robust governance framework and Business Plan as well as managing the work programme. This includes collaborative policy work, advocacy and DPH development. The role requires her using her considerable Public Health and Management knowledge and expertise and extensive networks.

Nicola managed the development and establishment of ALPHA (Access to Learning for the Public Health Agenda) and was appointed as its Director in July 2001 where she directed the work programme, led the team and managed ALPHA's infrastructure and resources. Her financial responsibility included sourcing ALPHA's funding and ad hoc income as well as ensuring financial probity and cost-effectiveness. She was a member of the ALPHA Board. Public Health projects have included service and organisational reviews and needs assessments, educational and development programmes and support for workforce development and modernisation.

As the East of England representative on the UKPHA Council (2002 – 2007) Nicola was a Trustee of the UKPHA undertaking strategic policy work. She led a full governance review in 2004 and was on their Management Committee. She has a personal interest in children with Special Needs and is Chair of Governors at a Secondary school academy.

Nicola joined the NHS in 1994 as Regional Clinical Audit Co-ordinator (Education) with a remit to provide educational support for Clinical Audit staff and their departments. With the changing Public Health agenda this role widened and as Education & Development Manager for ACET (Anglia Clinical Effectiveness Team) a similar support was offered to Public Health and Clinical Governance. She project managed the region-wide Public Health Health Inequalities Group from 1998-2001 which carried out the first regional measures and target setting work for inequalities following the Acheson Report.

Since 1996 she has managed and developed staff, finance and systems and is a Member of the Institute of Healthcare Management. She has a Master's degree in Mathematics and another in Logic as well as Master's level education in Public Health including Health Economics. Nicola is a Fellow of the Royal Society for Public Health, a Fellow of the Royal Statistical Society, an Honorary member of the Faculty of Public Health and a Fellow of the RSA (Royal Society for the Encouragement of Arts, Manufactures and Commerce).

Previously her experience had been as:

- Teacher of Mathematics and Computing to children in a comprehensive school (11-18 years old).
- Tutor to adults in Mathematics.
- Computer Analyst, programmer and technical writer – developing IT management systems for commercial organisations.
- Educational Researcher – qualitative research projects around in-service training for teachers and statistical support for an OFSTED school inspection team.

Nicola is a highly experienced facilitator and trainer having developed and trained on courses in most aspects of Public Health and Management. She regularly presents, lectures and publishes both locally and nationally.