

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

- Be responsible for adherence to the Association's principles aims and governance as a Public Health organisation
- Be accountable to the members through the Honorary Officers for the management of the business, finances, staff and other resources of the Association
- Develop the Association as a sustainable and successful organisation
- Develop, direct and be responsible for the delivery of work programmes that reflect the needs and concerns of Directors of Public Health across the UK
- Establish and develop strong professional partnerships with other organisations, governments and individuals to enable and deliver successful collaborative work
- Provide leadership for the ADPH and continuity for members and stakeholders across electoral changes in Honorary Officers

Head of Policy – job purpose

- Develop and be responsible for the delivery of the annual ADPH policy programme
- Deputise for the ADPH Chief Executive
- Be responsible for the governance for the organisation
- Take overall lead for membership communications and events
- Supervise and direct Project Managers and Administrators in the delivery of work programmes

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 in a timely and effective manner

Virtual Administrator – role purpose

- Manage and minute executive and Honorary Officer meetings
- Set up meetings for the President and Chief Executive
- Develop and maintain membership communications products