

Association of the Directors of Public Health  
hosted by UK Health Forum

## Job Description

**Job title:** Head of Policy and Deputy CEO

**Department:** ADPH

**Salary:** £45-50k

**Hours:** Full time (part time may be considered)

**Contract:** Permanent

**Responsible to:** Chief Executive ADPH

### ADPH

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

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 160 years. It is a collaborative organisation working in partnership with others to maximise the voice for public health.

[www.adph.org.uk](http://www.adph.org.uk)

### Job Purpose

- Deputise for the ADPH Chief Executive
- Develop and be responsible for the delivery of the ADPH policy programme
- Line manage the policy team
- Supervise and direct Project Managers and Administrators in the delivery of work programme

### Key relationships

- ADPH President, Board and Council and ADPH policy leads
- Directors of Public Health across the UK
- National public health policy leads including government departments; other public and third sector organisations

### Accountability and reporting

Accountable to and reporting directly to the ADPH President, Board and Council on policy issues.

## **Principle responsibilities**

### **Leadership**

- Deputise for and advise the ADPH Chief Executive – particularly on policy topics
- Represent the Chief Executive at external and internal meetings
- Work across the team to ensure synergistic and cohesive programmes of work
- Lead on the work programme and role of Council – with responsibility for meeting agendas, outputs and actions – in liaison with the Vice President and Policy team

### **Management**

- Line manage and direct the work programmes of the Policy Manager and Policy Co-ordinator to ensure delivery with consideration of skills, experience and balanced workload; and promote their continuing skills development
- Manage programme budgets and resources efficiently and effectively
- Supervise and direct Project Managers and Administrators to ensure delivery with consideration of skills, experience and balanced workload

### **Policy Development**

- Develop an Annual Policy Plan and be responsible for its management and delivery including production of policy documents and briefings; input to collaborative initiatives and national events
- Develop and maintain strong and collaborative relationships with potential external partners in order to add value to ADPH work and avoid system duplication
- Horizon scan and enable flexibility in work plans to ensure timely and relevant policy initiatives and advocacy programmes
- Undertake policy surveys and other research across the membership as required to ensure membership input and ownership of outputs
- Oversee delivery of appropriate and proportionate responses to consultations and comments on national strategies and policies
- Ensure outputs from other ADPH work programmes inform policy work

### **Professional**

- Continually develop knowledge and skills in relation to Public Health
- Uphold the values and objects of the Association at all times
- 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.