



Association of the Directors of Public Health and UK Public Health Network

Job Description

Job title:	Administrator
Department:	ADPH
Salary:	£25,000 - £27,000
Hours:	3 days per week for ADPH and 2 days per week for UKPHN
Contract:	Permanent
Line Management:	UK Public Health Network Co-ordinator
ADPH Oversight	ADPH Business Manager

ADPH

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

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 more than 150 years. It is a collaborative organisation working in partnership with others to maximise the voice for public health.

adph.org.uk

UK Public Health Network

The UK Public Health Network was set up in October 2014. It provides a unique forum for public health professionals in the UK to share knowledge, agree priorities for improving the health of the public and to speak with one voice on common strategic issues. It works collaboratively and in partnership with the UK's umbrella and membership public health organisations, including the statutory agencies across all four countries.

The Network is currently hosted by, and co-located with, the Association of Directors of Public Health.

ukpublichealthnetwork.org.uk

ADPH Administrator

Job Purpose

- To provide high quality office administration
- To ensure ADPH activity is recorded appropriately and comprehensively

Key relationships

- Directors and Consultants of Public Health and stakeholders across the UK

Principle responsibilities

Organisational

- Support the Business Manager through day-to-day office administration
- Work with the Policy and Engagement functions to ensure accurate and timely recording of activity and progress
- Ensure the website gives timely and consistent information
- Undertake background research for reports and briefing papers
- Work across and with the team to provide a robust quality administrative function

Deliverables

- Provide robust office administration including landlord liaison; IT and telecoms support; etc
- Be responsible for Health and Safety within the office
- Record activity across the team including tracking policy activity, chasing feedback etc
- Take accurate minutes of meetings (including telecons) and follow up agreed actions
- Collate items and prepare regular newsletters and disseminate
- Maintain the ADPH website and ensure it is accurate and up-to-date
- Provide comprehensive and accurate information through background research for a variety of meetings, briefings and papers
- Provide other administrative functions as required

Professional

- Comply with all ADPH policies and protocols including confidentiality
- 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.

Network Administrator

Job purpose

- To provide administrative support to the UK Public Health Network, ensuring the efficient scheduling, management and reporting of the Network's meetings.
- Contribute to the Network's communications processes through website maintenance

Key relationships

- The Chief Executives' Coordinating Group that oversees the direction of the Network.
- The member and observer organisations that comprise the Network.

Responsibilities and duties

Event and meeting management

- Organise the Network's summit meetings and workshops, so that these encourage knowledge sharing and learning across England, Scotland, Wales and Northern Ireland.
- Identify cost-effective venues and catering options for the events.
- Organise quarterly teleconferences for the policy group to encourage knowledge sharing.
- Organise the bi-monthly meetings of the Chief Executives' Operating Group to provide accountability and oversight of the Network.

Communications management

- Maintain the Network's contacts database to ensure it is up-to-date and accurate.
- Develop and maintain a weekly diary of Parliamentary activity to identify and promote opportunities for Network members to engage with inquiries, debates and legislative processes.
- Contribute to the Network's website by uploading new content and developing a schedule of blogposts.
- Contribute to the Network's internal and external communications activity through the preparation and dissemination of newsletters, press releases and other materials as required.
- Undertake background research for briefing papers and draft correspondence for the Chief Executives' Operating Group.

General administration

- Undertake any other administrative duties as required

This job description will be reviewed not less than annually as part of the appraisal process.