Job description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Higher Scientific/Higher Executive Officer, Dietary Surveys and Food Composition Team</th>
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</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>Health Improvement Directorate, Diet, Obesity and Physical Activity Division</td>
</tr>
<tr>
<td>Pay band</td>
<td>HEO (Inner)</td>
</tr>
<tr>
<td>Responsible to</td>
<td>Dietary Surveys and Food Composition Team Leader</td>
</tr>
<tr>
<td>Base/location</td>
<td>Wellington House, London</td>
</tr>
<tr>
<td>Hours/sessions per week</td>
<td>37.5</td>
</tr>
<tr>
<td>Job type (i.e. fixed term/permanent)</td>
<td>Fixed Term</td>
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INTRODUCTION

Public Health England provides strategic leadership and vision for protecting and improving the nation’s health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. PHE is an executive agency of the Department of Health. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

‘Helping people live longer and more healthy lives by reducing preventable deaths and the burden of ill health associated with smoking, high blood pressure, obesity, poor diet, poor mental health insufficient exercise and alcohol’ is one of PHE’s key priorities. Diet related chronic disease and the co-morbidities associated with obesity are major causes of premature mortality and morbidity in England. Improving the population’s diet would therefore help to save lives. This higher scientific/executive officer role supports a range of activities that ensure an evidence-based approach to delivery of PHE’s role in this area.

The Diet and Obesity Team underpins Public Health England’s work on nutrition by providing scientific and policy advice on nutrition, nutrition surveillance and monitoring. The Team, which is made up of about 35 people, comprises 5 teams: dietary surveys and food composition (within which this post is based); nutrition science; obesity and healthy weight; nutrition advice; and dietary improvement.

JOB SUMMARY
Communication and key working relationships

Internal

- Colleagues in Diet & Obesity Division
- Colleagues across Health and Wellbeing Directorate
- Colleagues in Obesity, Risk Factors Intelligence teams
- Colleagues in Communications
- Colleagues in Social Marketing
- PHE Centre colleagues

External

- Members of the NDNS Project Board, the Scientific Advisory Committee on Nutrition and similar groups.
- The NDNS contractor team, and potential future contractors
- Colleagues across UK governments whose work affects or is affected by public health nutrition or Official Statistics, including among others DH, Defra, ONS, devolved governments, health services.
- Nutrition science and health professionals in the public health community.
- Nutrition science and food composition research communities.
- Food manufacturing and supply industries.
- General public.

MAIN DUTIES AND RESPONSIBILITIES

This HEO post has a key role in ensuring that data produced to monitor food consumption, nutrient intake and nutritional status in the general population are of sufficiently high quality to inform policy decisions and monitor policy outcomes, and that these data are interpreted and applied appropriately. The postholder will work closely with other survey team members to ensure effective delivery of high quality work in these areas. Key work areas are:

National Diet and Nutrition Survey (NDNS)

- Support the delivery of the NDNS by
  - Maintaining effective working relationships with contractors, co-funders and stakeholders so that the survey meets requirements. Identify and resolve problems with delivery in a timely fashion
  - Providing statistical and data quality governance of the project, working with analysts and other colleagues across PHE.
  - Providing scientific secretariat support to the NDNS Project Board and engaging with PHE and cross-government colleagues to ensure the survey meets relevant standards (for example, around the production of Official Statistics).
- Support all stages of the procurement process to secure a contractor for a further five years of fieldwork in the NDNS programme, including development of a project specification, tendering, assessment of bids, establishment of the new contractor and preparatory work before beginning fieldwork.
- Support the implementation of a new contract for the NDNS programme through active review, with the contractor, of tools and methods to ensure these meet wider team needs and are fit for purpose, including in particular the coding frame for food consumption data and (with colleagues) the databank of
• Work with analysts and others to carry out secondary analysis of NDNS and other data to inform the development of sugar reduction targets and other dietary improvement measures.

Survey data and methods
Provide sound advice and carry out quality control measures to help ensure outputs from the National Diet and Nutrition Survey (NDNS) are of good quality and fit for purpose (e.g. Quality control of responses to coding queries, reports of survey results and of fieldwork documents). Provide scientific advice on application of methods for interrogating and presenting survey data and the development of effective survey tools.

Data interpretation
Generate and interpret data on food composition, food consumption and nutrient intakes for senior managers, PHE colleagues, the Scientific Advisory Committee on Nutrition, OGDs and other external stakeholders, and advise on its appropriate use. Includes secondary analysis of NDNS data to assess impact of reformulation and/or dietary change, assess the effect of healthy eating and modelling the impact of alternative policy options.

Communication
Respond to enquiries and other contacts on dietary surveys and food composition and matters within the tasks above. Input to relevant FOI requests.

Other
The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development
You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

To Apply for this role:
Please send your CV to Adrienne.Cullum@phe.gov.uk
# Person specification

<table>
<thead>
<tr>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment</th>
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<tbody>
<tr>
<td><strong>Qualification</strong></td>
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<tr>
<td>A degree in human nutrition or a closely related subject, preferably with a significant element of public health nutrition, with two years relevant postgraduate experience.</td>
<td>X</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Registration as a Registered Nutritionist or a Registered Dietician or the experience and skills to achieve registration</td>
<td>X</td>
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<td>C</td>
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**Knowledge and experience**  
Experience as defined by type/level (not length)

<table>
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<th>Desirable</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>Experience of managing and maintaining large databases, and in manipulating information</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Experience of diet and nutrition surveys, and in handling food composition data. Familiarity with social research methods.</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Knowledge of information analysis principles, and skills to effectively interpret and evaluate data.</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Commitment to delivering high quality results from a range of long and short term projects on time, within budget and to quality standards</td>
<td>X</td>
<td></td>
<td>A/I</td>
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**Skills and capabilities**

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<tbody>
<tr>
<td>Experience of project management as well as proven organisational skills, including time management skills with the ability to re-prioritise and balance sometimes conflicting priorities</td>
<td>X</td>
<td></td>
<td>A/I</td>
</tr>
<tr>
<td>Team working skills, the ability to organise and manage the work of other team members, and to build and manage relationships with internal and external colleagues at all levels</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Analytical skills and a methodical approach to problem solving, ability to work on own initiative.</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Written and oral communication skills, including drafting skills, with the ability to convey information clearly and succinctly to both specialists and non-specialists.</td>
<td>X</td>
<td></td>
<td>A/I</td>
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<tr>
<td>Negotiating, networking and persuasion skills</td>
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<td>X</td>
<td>A/I</td>
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<tr>
<td>Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales</td>
<td>X</td>
<td>A/I</td>
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<tr>
<td>Equality and diversity</td>
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<tr>
<td>An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems</td>
<td>X</td>
<td>I</td>
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*Assessment will take place with reference to the following information*

A = Application form  
I = Interview  
C = Certificate  
T = Test
In addition to the job specific requirements above this role will require adherence to the following:

**Our behaviours**

The way we behave as PHE members of staff will have the greatest impact in achieving our ambitions as an organisation. What we say matters but what we do matters more.

Our effectiveness depends on how we behave so we will:

- consistently spend our time on what we say we care about
- work together, not undermine each other
- speak well of each other, in public and in private
- behave well, especially when things go wrong
- keep our promises, small and large
- speak with candour and courage

**PHE and Civil Service Code of Conduct**

PHE has adopted a Code of Conduct that incorporates both the Civil Service Code, which also applies to all our staff, and our professional responsibilities. This PHE Code applies to all staff employed by PHE, secondees, agency staff and individuals holding honorary contracts.

All staff must abide by this Code of Conduct as a contractual responsibility and so the Code of Conduct forms part of an individual’s contract of employment.

The PHE Code of conduct and Civil Service Code can be found on the PHE intranet page.
Civil Service Competency Framework 2010-2017

Core competencies

The framework outlines 10 competencies, which are grouped into three clusters. A minimum of one competency should be picked from each cluster. It is anticipated that no more than 5/6 in total should be used.

Strategic cluster – setting direction:

1. Seeing the big picture
   - be alert to emerging issues and trends which might impact or benefit own and team’s work
   - develop an understanding of own area’s strategy and how this contributes to departmental priorities
   - ensure own area/team activities are aligned to departmental priorities
   - actively seek out and share experience to develop understanding and knowledge of own work and of team’s business area
   - seek to understand how the services, activities and strategies in the area work together to create value for the customer/end user

2. Changing and improving
   - find ways to improve systems and structures to deliver with more streamlined resources
   - regularly review procedures or systems with teams to identify improvements and simplify processes and decision making
   - be prepared to take managed risks, ensuring these are planned and their impact assessed
   - actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking
   - be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same
   - prepare for and respond appropriately to the range of possible effects that change may have on own role/team

3. Making effective decisions
   - make decisions when they are needed, even if they prove difficult or unpopular
   - identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources
   - recognise patterns and trends in a wide range of evidence/data and draw key conclusions
   - explore different options outlining costs, benefits, risks and potential responses to each
   - recognise scope of own authority for decision making and empower team members to make decisions
   - invite challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations
People cluster – engaging people:

4. Leading and communicating
   - take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and departmental strategy
   - recognise, respect and reward the contribution and achievements of others
   - communicate in a succinct, engaging manner and stand ground when needed
   - communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact
   - promote the work of the department and play an active part in supporting the Civil Service values and culture
   - convey enthusiasm and energy about their work and encourage others to do the same

5. Collaborating and partnering
   - establish relationships with a range of stakeholders to support delivery of business outcomes
   - invest time to generate a common focus and genuine team spirit
   - actively seek input from a diverse range of people
   - readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation
   - deal with conflict in a prompt, calm and constructive manner
   - encourage collaborative team working within own team and across the department

6. Building capability for all
   - identify and address team or individual capability requirements and gaps to deliver current and future work
   - identify and develop all talented team members to support succession planning, devoting time to coach, mentor and develop others
   - value and respond to different personal needs in the team using these to develop others and promote inclusiveness
   - proactively manage own career and identify own learning needs with line manager, plan and carry out workplace learning opportunities
   - continually seek and act on feedback to evaluate and improve their own and team’s performance
Performance cluster – delivering results:

7. Achieving commercial outcomes
   - consider, in consultation with commercial experts, alternative ways of working with partners and contractors to identify more efficient outcomes, balancing cost, quality and turnaround times
   - work with commercial experts in engaging effectively and intelligently with delivery partners in order to define and/or improve service delivery
   - gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making commercial decisions
   - identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes

8. Delivering value for money
   - recommend actions to achieve value for money and efficiency
   - cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes
   - work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans
   - follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved
   - monitor the use of resources in line with organisational procedures and plans and hold team to account

9. Managing a quality service
   - make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions
   - develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money
   - work with team to set priorities, goals, objectives and timescales
   - establish mechanisms to seek out and respond to feedback from customers about service provided
   - promote a culture that tackles fraud and deception, keeping others informed of outcomes
   - develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners

10. Delivering at pace
    - successfully manage, support and stretch self and team to deliver agreed goals and objectives
    - show a positive approach in keeping their own and the team’s efforts focused on the goals that really matter
    - take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate
    - plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands
    - regularly monitor own and team’s work against milestones or targets and act promptly to keep work on track and maintain performance
    - coach and support others to set and achieve challenging goals for themselves
Job description agreed with the post holder:

Employee signature: ……………………………………… Date:……………………………………

Print name:………………………………………………………

Manager’s signature:…………………………………… Date:……………………………………

Print name:………………………………………………………