



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Public Health Practitioner - Degree Apprenticeship
Job Reference	713433
Service	Public Health
Team	Public Health
Location	Hybrid: home working/Shute End, Wokingham
Reports to	Advanced Public Health Practitioner
Responsible for	N/A
Grade	Apprenticeship Level 6
Contract Type	3-Year + 4 months Fixed term, Full Time - 20% Off-Job Training plus 20% Protected Study Time
Hours	37

### General Description

#### **The Public Health Apprenticeship Programme**

The Public Health Practitioner Degree Apprenticeship is a practice-focused course offering a grounding in public health across different settings, including wider determinants of health, such as education, transport, and housing. Successful graduates will be eligible to register on the UK Public Health Register as a Public Health Practitioner and complete the programme with a BSc (Hons) Public Health. The Public Health Practitioner Degree Apprenticeship is a three-year undergraduate programme that includes work-based and academic learning.

**This apprenticeship is for someone who has not yet undertaken an undergraduate degree in any discipline and/or has not yet undertaken a professional registration (e.g UKPHR, UKVRN).**

#### **The University of West of England Offer**

This programme is delivered 100% online, students attend through day release, the equivalent of one day per week throughout the three-year programme. Learning is both synchronous and asynchronous designed to fit around off-the-job hours. This is a three-year degree course plus 4 months to complete end point assessment, and applicants should be prepared to undertake 3 years of study. The successful candidate will start August 2026 as the course commences September 2026. Upon successful completion of the three-year programme the successful candidate will obtain an





undergraduate degree in Public Health BSc.

**Applicants require a minimum English and Maths GCSE at Grade C/4 or above or equivalent. Functional Skills Level 2 in Maths and English is also accepted.**

The apprentice will be employed by Wokingham Borough Council and will receive support from The University of West of England who will deliver the apprenticeship qualification.

Please see the below recording of the **Public Health Degree Apprenticeship September 2026 cohort information Webinar**.

[Public Health Degree Apprenticeship September 2026 cohort information Webinar-20260325\\_110217UTC-Meeting Recording.mp4](#)

In 2023, UWE recorded presentation on YouTube for further details regarding the apprenticeship programme. A link to the recording can be found below (circa 30 mins):



OHID workforce  
event presentation\_

<https://youtu.be/-3VFGD-FUYM>

### Main Accountabilities of the Post

1	To be accountable to the Public Health Advanced Practitioner to support the development, delivery and project management of a defined public health programme such as physical activity, alcohol, drugs, tobacco and vaping, sexual and reproductive health, public mental health, children's services, or health protection as defined and required by the public health team, to improve the health outcomes for the local community.
2.	To support the undertaking of technical, statistical, quantitative, and qualitative public health analyses including health needs assessments, production of joint strategic needs assessment chapters, health impact assessments and health equity audits in conjunction with partners, in order that this information is used to inform effective decision-making.
3.	To assess the evidence of effectiveness of health and wellbeing interventions, programs and services in order to inform commissioning and strategy and service reviews, participating in literature reviews and research.
4.	To support the commissioning of Public Health services in specified policy areas, ensuring they deliver value for money and are cost effective.





5.	To contribute to the commissioning process by writing evidence-based service specifications that address the findings of needs assessment, supporting the procurement and management of contracts for public health services, and conducting service evaluations and reviews.
6.	To articulate health information to support the development of strategy and action to tackle health inequality issues and writing reports to make recommendations as appropriate.
7.	To work with others to promote public health priorities and outcomes. This includes signposting others to public health knowledge, standards, or practice, across the policy area, and working with other parts of the Council in order to raise the profile of public health and embed public health within council services and policies
8.	Undertake and maintain professional development activities, including in-house training, conferences and workshops and other agreed activities.
9.	Carry out any other duties that are within the remit of the role's responsibility that may be deemed necessary by management.

### Person Specification

Education/Qualifications	Essential	Desirable
Ability to undertake an undergraduate degree in Public Health.	Y	
Desire to gain the knowledge and understanding of Public Health work to include the following: a. Analysing health need working from a range of information sources. b. Interpret and evaluate research and locally derived evidence. c. Understand government policy and legislative agenda for local government and health. d. Understand social determinants of health. e. Understand health promotion theory and practice. f. Epidemiological approaches to assessing disease in the population.	Y	
Applicants require a minimum English and Maths GCSE at Grade C/4 or above or equivalent.	Y	
Familiarity with local government services.		Y
Experience	Essential	Desirable
Experience in prioritising work, managing time, and working under pressure to deliver to deadlines.	Y	
Excellent team working skills.	Y	





Previous experience of providing information and advice to the public and/or customer.		Y
Previous experience in office administration, analysing data including financial data.		Y
Knowledge and understanding of social media.		Y
Developing relationships across local communities.		Y
<b>Behaviours/Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Innovative and creative with a willingness to respond to new ideas.	Y	
Ability to work both independently and as part of a wider team.	Y	
<b>Skills/Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Competent in use of IT and Microsoft suite of products – Word, Excel, PowerPoint, Outlook.	Y	
Attention to detail and accuracy.	Y	
Communicates effectively with people at various levels.	Y	
Good organisational skills.	Y	
Can work effectively under pressure in a busy, diverse, and demanding work environment.	Y	
Good listening skills and the ability to assimilate information.	Y	
Proven ability in capturing, storing, and accurately retrieving information to meet service need.	Y	

Purpose Details	
<b>Service Purpose</b>	<p>The central aim of the Public Health service in Wokingham is to improve the health of local residents, reduce avoidable differences in health and to support residents to make positive health choices. This includes working to protect the health of Wokingham residents from communicable diseases. The Wokingham Public Health Team work collaboratively with other Public Health Teams to support specific key topics through matrix working or at times of health protection need.</p> <p>Within Wokingham Borough Council the Public Health Team play a key role within and for the Council, working in partnership with Colleagues and partner agencies to improve health and wellbeing through the development, implementation and coordination of public health programmes based on local health need.</p>





<p><b>Role Purpose</b></p>	<p>We are looking for an enthusiastic, dynamic individual wanting to expand their skills and knowledge and develop a career in Public Health. Good communication and interpersonal skills are essential, the ability to analyse issues, problems and be solution focused, working to tight deadlines.</p> <p>The role will cover ‘healthy behaviours’ where the successful applicant will monitor and promote health and wellbeing to ensure fairer health outcomes between different communities and groups (health inequalities). To support protection measures to protect the public from environmental hazards and risks. To provide data analysis and interpretation of data and intelligence, to inform decision making across health and care systems to evaluate sources of evidence, interpret it and design and plan health interventions.</p> <p>The post is based within the Wokingham Borough Council Public Health team, based in Shute End Offices (Wokingham) with hybrid working options also available. It will require working in close collaboration with Officers from across directorates within the Council; other local authority PH officers and public health specialists; and also, the Berkshire West Public Health Team based in Reading Borough Council.</p> <p>The Council’s <a href="#">Equality, Diversity and Inclusion policy</a> sets out our commitment to make Wokingham a fair place to live for all residents and recognises how equality, diversity and inclusion are essential to the way we operate for our community, as a community leader, a service provider, and an employer. We would encourage applicants from underrepresented groups within our community to apply, and examples of experience within your application can be lived experience.</p>

Supervision and Relationships	
<p><b>Supervision Received</b></p>	<p>This post will report to an Advanced Public Health Practitioner. Regular 1:1’s will be agreed and annual appraisals will take place.</p>
<p><b>Supervision Given</b></p>	<p>No line management expected, although may need to give officer support, for example, to public health registrars, medical F2 trainees and others as needed.</p>
<p><b>Contacts</b></p>	<p>Public Health sits within the Adult Social Care, Childrens and Health Directorate. This post will work with partners across the Council, other public health teams, as well as external partners, e.g. NHS and VCS.</p>

**Resources/Budget Management**





This post will have no direct budget management

### Special Requirements

#### Additional Corporate Responsibilities

- 1 **Professional Development:** To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development.
- 2 **Celebrating and Promoting:** To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally.
- 3 **High Support, High Challenge:** To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
- 4 **Values Profile:** To follow the principles set out in the Employee Values Profile
- 5 **Health and Safety:** Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
- 6 **Equal Opportunities:** To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
- 7 **Safeguarding responsibilities:** At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
- 8 **Special Factors:** To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager.
- 9 **Behaviour:** Works within the Council's "competency framework" and adheres to the Code of Conduct.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N: Transport needed to visit providers/partners





Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid: home working/Shute End, Wokingham

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	See above

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Standard check
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )





### Re-checks

None

### Evaluation Declaration

Date of Evaluation:

<DD/MM/YYYY>

Evaluated by:

<Name, job title>

