



Job Description

Job title:	Operational Preparedness and Partnership Lead
Group:	Health Protection Operations
Division/Directorate:	Emergency Preparedness, Resilience & Response
Pay grade/band:	Grade 7
Location:	<p>UKHSA operates a hybrid working model where business needs allow. This provides us with greater flexibility about how and where we work, to get the best from our workforce. As a hybrid worker, you will be expected to spend a minimum of 60% of your contractual working hours (approximately 3 days a week pro rata, (averaged over a month) working at one of UKHSA's locations (Birmingham, Leeds, Liverpool, and London). Specialist or regional roles will be based at the appropriate UKHSA site. For certain roles, some additional flexibility may be possible, which will be agreed upon with the hiring manager based on individual requirements and business needs. As a specialist role we also offer Porton Down, Salisbury.</p> <p>Some business travel may be required.</p> <p>Please be aware that this role can only be worked in the UK and not overseas.</p>
Hours per week:	37.5
Job type: (i.e., Fixed Term/Permanent)	Permanent
Security level	BPSS
Is there an on-call requirement for this role?	No

INTRODUCTION

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work.

Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

Emergency Preparedness, Resilience and Response Directorate

The Directorate of Emergency Preparedness, Resilience and Response (EPRR) works collaboratively with national and international partners to ensure the effective preparedness, response and recovery to a broad spectrum of health security incidents and emergencies, including infectious diseases, the deliberate or accidental release of chemical, biological, radiological, or nuclear substances and environmental hazards. The Directorate consists of two operational divisions (Response and Preparedness) that provide specific EPRR capabilities and capacities within the Agency and in support of UKHSA's responsibilities to work collaboratively across the UK's health and social care system and with international partners.

JOB SUMMARY

The postholder will play a pivotal role in fulfilling UKHSA's first strategic priority; be ready for, and prevent, future health security hazards.

The postholder will be a dedicated and innovative policy professional to support the development of preparedness strategies across UKHSA. As the Operational Preparedness and Partnership Lead, you will play a pivotal role in enhancing the preparedness and response capabilities of the UK Health Security Agency (UKHSA) against a wide range of health threats. Your primary focus will be to lead the development, implementation and management of a comprehensive preparedness plan for UKHSA, to ensure readiness for health security challenges including pandemics, infectious disease outbreaks, chemical and biological hazards, radiological and nuclear incidents, and natural disasters.

Working closely with a team of analysts and under the direction of the Head of Readiness and Assurance, your role will contribute to safeguarding public health and strengthening the resilience of the health system.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Planning

- Manage the development of a strategic preparedness plan aligned with UKHSA's mission and goals.
- Lead on aspects of the overall preparedness cycle, to provide a comprehensive overview of the agency's readiness to respond to key threats through liaison with analysts within the team and other stakeholders across UKHSA.

Capacity Enhancement

- Collaborate at senior level across the organisation to identify capacity and capability gaps in the UKHSA's ability to respond to threats.
- Develop multidisciplinary teams within UKHSA to ensure that mechanisms for rapid escalation to respond to health security demands are in place

Relationship management

- The post holder will establish and maintain effective working relationships and communicate regularly with a wide range of stakeholders, clinical and non-clinical, internal and external to UKHSA.
- Work across UKHSA to ensure that programmes identified to address capacity and capability gaps are integrated into business planning processes and are consistent with our requirements as a Category 1 responder.
- Working with the Head of Readiness and Assurance, collaborate with partners across government departments and health security systems to anticipate threats and opportunities, aligning UKHSA preparedness across DHSC and the wider health security landscape.

Strategic

Support the Head of Readiness and Assurance by;

- Translating emerging visions, priorities, and objectives for the organisation into specific actions to support the development of the strategic preparedness plan, and proactively drive them forward with relevant partners.
- Leading high-impact pieces of work in support of the organisation's key strategic priority with tangible outcomes, developing evidence-based recommendations, ensuring stakeholder buy-in, supporting teams through delivery of the change process.
- Ensuring that changes to the plan are agreed with stakeholders and perform as expected in real-world scenarios. Ensure effective processes are in place to agree and document changes to deliverables identified through engagement with stakeholders and in support of the development of the strategic preparedness plan.
- Working with all UKHSA Groups as required, to ensure an integrated approach to preparedness and response activities.
- Encouraging and supporting teams to embed improvements as identified as a result of the readiness assessment, to ensure managers and staff are trained to optimum levels and able to self-support.

Leadership and management

- Act as a credible leader within the Directorate and role model effective leadership across UKHSA and externally

- Line management of the SEO Operational Preparedness and Partnership Manager, providing clear direction, support, and motivation and fostering a positive and collaborative working environment. Conduct regular performance reviews and goal-setting discussions, ensuring they receive constructive feedback and have opportunities for professional development.
- Ensure activities and behaviours are aligned with UKHSA's organisational vision and values and are embedded within the team's culture.
- Deputise for the Head of Readiness and Assurance as required.

PROFESSIONAL DEVELOPMENT

- Identify, discuss, and action own professional performance and training / development needs with your line manager through appraisal / individual development plan. Attending internal / external training events
- To participate in all mandatory training as required, i.e. fire safety, information governance and all other mandatory training.

KEY WORKING RELATIONSHIPS

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This will include:

Internal	External
All Health Protection Operations (HP Ops) Directorates and the HP Ops Senior Leadership Team	DHSC and as required, other DHSC agencies Other Government Departments such as Cabinet Office etc
HP Ops Change Programme team	The NHS – NHSE/I and as required, NHS Integrated Care Systems
Group governance/risk management forums	Local Resilience Forum and Local Authorities, as required.
UKHSA EPRR Teams	
Other UKHSA divisions/directorates	International Health Protection Agencies

Person Specification

Assessment will take place with reference to the following information

A - Application		I - Interview	C – Proof of qualification / membership of professional body	T - Test	
Description			Essential	Desirable	Assessment
Qualifications					
1. Post graduate level qualification in an appropriate managerial discipline of relevance to the role, such as a MBA or NVQ7 or equivalent work experience			✓		A/I/C
Knowledge and experience					
2. Experience of stakeholder management at all levels; working with and through others to make change happen, implementing new ways of working.			✓		A/I
3. The ability to think rapidly and creatively when dealing with issues and problems, identifying and proposing solutions. Able to work with and through ambiguity.			✓		
4. Able to interpret a broad range of complex information quickly (including data and analytics) to draw out key insights to support decision making. Make reasoned recommendations and decisions based on this, planning and implementing any changes rapidly when required			✓		A/I
5. Proven experience of leading others in a managerial or supervisory role including performance management, carrying out appraisals and supporting learning and development.			✓		A/I
6. Have a broad understanding of the health security environment, understanding the relationship between the Department of Health and Social Care /UKHSA and the wider healthcare system.				✓	A/I
Skills / Capabilities / Behaviours					
7. Excellent interpersonal and communication skills with the ability to work collaboratively and maintain effective relationships with key stakeholders across all levels, presenting information clearly using the appropriate tools.			✓		A/I

8. Highly developed negotiating and influencing skills, overcoming barriers to understanding and acceptance with the ability to gain confidence and credibility of a range of professionals, motivating and inspiring commitment and buy-in.	✓		A/I
9. Demonstrable ability to think strategically and apply that, implementing change where needed.	✓		A/I
10. A clear and proven ability to be proactive and work at pace, managing competing demands (self and others) in an outcomes and quality focused way.	✓		A/I
Equality and diversity			
11. Demonstrate appreciation and acknowledgment of the range and complexities of diversity; self-awareness in terms of emotional intelligence, biases and personal triggers; cultural competence – cultural sensitivity and awareness.	✓		I

ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development-performance-development-and-appraisals)

Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g., NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc.).

Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals.

Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) protecting the confidentiality of UKHSA data and information by:
 - complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)
 - complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data
 - complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:
 - only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else
 - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information
 - not processing UKHSA personal data outside UKHSA office sites without approval
- 2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
 - only altering UKHSA data and information if you have approval to do so as part of your role
- 3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
 - complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment

- 4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
- 5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorised access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment
- 6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches. Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

Conflict of interests

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and if there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

Diversity

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK.

The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

Emergency Response

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

Risk management

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adults' awareness training, additional training and supervision regarding child protection relevant to their position and role.