



Job Description

Job title:	Director Public Health Microbiology
Group:	Science Group
Division/Directorate:	Directorate of Public Health Microbiology
Pay grade/band:	SCS2 / Medical Consultant / Consultant Scientist
Line Manager:	DG Science and Research
Professional accountability	DG Science and Research
Location	Any UKHSA laboratory site or London Headquarters. Required to travel to all Laboratories
Hours per week:	Full-time (37.5 hrs) / 10 PAs
Job type: (i.e., Fixed Term or Permanent)	Permanent
Security level	Minimum of SC with a view to obtaining DV in the future
On call	Yes

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.



JOB SUMMARY

The Director of Public Health Microbiology leads on the delivery of UKHSA public health microbiology and laboratory-based infectious diseases scientific work to deliver UKHSA's health security mission of protecting lives and contributing to prosperity.

This role spans the country with accountability for the work of the microbiology laboratories in Birmingham, Bristol, Cambridge and Manchester, FW&E laboratories in Colindale, Porton and York. Microbiology in this context encompasses bacteriology, mycology, parasitology and virology and all supporting laboratory technologies. The work of the UKHSA specialised microbiology and laboratory network is to support surveillance, research, and other vital programmes, to aid detection of infectious diseases, and to support effective treatments and interventions, all within the wider UKHSA objective of significantly reducing the public health burden.

The Director will also oversee a range of standing contracts for laboratory services commissioned from the NHS and undertake liaison with the NHS and other laboratory providers in relation to the delivery of day-to-day laboratory services, and the generation of additional capacity to support surge operations in response to small- and large-scale public health incidents. In this respect, the Director must have a track record of operational delivery and specific experience linked to emergency operations required to enable public health incident responses within a Category 1 responder organisation.

In addition to working across the UKHSA to ensure and assure its day-to-day core and emergency operations, the Director must be ready to lead and support the research activities of the UKHSA, and to be a trusted partner in the review, development, and deployment of new public health tests and other scientific developments. This influence will also extend to the review and assurance around the employment of microbiology standards and quality practice and given that the UKHSA operates laboratories at the highest levels of containment, a close working relationship with the HSE to maintain the highest safety standards, and to support their activities within the sector.

The Director will lead the public health microbiology functions to deliver on the priorities of the UKHSA corporate and science strategies working with teams across UKHSA and with external partners in academia, industry, the NHS and other public sector bodies. The Director will also ensure the delivery of our international commitments in relation to public health microbiology including WHO collaborating Centres and laboratories.

The Director will be well supported by a team of Deputy Directors who are responsible for the day to day management and the ongoing development and transformation of microbiology and laboratory services, to include inherited and other pandemic testing capabilities. Success will be dependent on five key activities:

1. The effective and efficient delivery of laboratory services, to the highest scientific, quality and safety standards;



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2. Robust workforce planning and the career development of staff;
3. High quality research and innovation in the laboratories advancing the delivery of the Science Strategy;
4. Engagement with the NHS and a wide range of partners to ensure the delivery of public health microbiology priorities; and
5. An unerring focus on horizon scanning, contingency planning, and emergency operations.

This is a critical role which supports the delivery of the primary UKHSA functions as outlined in the Strategic Remit Letter (published 16th August 2023) of reducing harm from infectious diseases, preparing for future health security hazards, and strengthening health security capability. The post-holder must ensure that the UKHSA Public health microbiology and laboratory functions are at the forefront of scientific innovation, and that the evidence base for intervention in, and prevention of, outbreaks, and surveillance of infectious disease covered by the Service, is world leading. The post-holder must develop a core UKHSA laboratory network (Reference, Specialist Diagnostic, FW&E, High Containment, Research, Genome Sequencing) working closely with and enabling a surge support network of associate labs (NHS, Academia, etc) to form the wider public health microbiology laboratory network required by the nation.

MAIN DUTIES AND RESPONSIBILITIES

- To provide leadership for the UKHSA Public Health Microbiology Directorate.
- Take overall responsibility for the Public Health Microbiology Directorate and provision of services to stakeholders, internal and external, including the public.
- Set the strategic direction for Public Health Microbiology within the UKHSA's strategic framework.
- Ensure that the Health & Safety of staff is paramount, that the H&S arrangements for the service are of the highest standards, and to work closely with the HSE to address any recommendations and all enforcements in a timely fashion.
- Ensure that all testing is appropriately validated and that UKHSA's microbiology laboratories are accredited to appropriate international standards.
- Ensure high quality scientific activity, including a programme of research that delivers the needs of the organisation, developing partnerships and collaborations with other Public Sector Research Establishments, the National Laboratories Alliance and academia.
- Be accountable for and provide leadership in the provision of high-quality microbiology laboratory functions.
- Work closely with the leadership of the UKHSA to ensure that any commissioning of microbiology laboratory services is well planned and resourced.
- To seek collaborations both nationally and internationally, including with health organisations, academia, and industry.
- Ensure delivery of UKHSA's public health microbiology international commitments such as WHO Collaborating Centres and laboratories
- To engage with the NHS to ensure its laboratories meet UKHSA public health microbiology requirements,
- Deliver reports and advice, utilising and interpreting highly complex data, in order to support the delivery of UKHSA priorities.



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- Take responsibility for the upkeep and provision of Quality and information systems related to Public Health Microbiology.
- Support and develop the Public Health Microbiology workforce across the whole system, in line with UKHSA's remit, to support capability and capacity, including technical and professional skills to meet the challenges involved in protecting and improving the public's health.
- To ensure programmes of research, test and product development and evaluation within Public Health Microbiology that are aligned with the research priorities of UKHSA.
- To maintain oversight and assurance of the delivery of research programmes within Public Health Microbiology.
- Support the development of a workforce strategy for public health microbiology UKHSA. Develop, review, and implement the directorate workforce plan, including retention, recruitment and career development of staff.
- Ensure that Public Health Microbiology works to the highest standards of Clinical Governance.
- Ensure that all statutory and regulatory obligations are met
- Lead the Public Health Microbiology Directorate to deliver defined outputs to the required quality, within budget and on-time.
- Act as budget holder responsible for the financial performance of the Public Health Microbiology Directorate.
- Take measures to continually develop and improve the efficiency and effectiveness of the Public Health Microbiology Directorate.
- Ensure the business and budgetary planning processes are fully in place and functioning effectively, reporting to agreed standards and timescales
- Work with colleagues to identify and ensure the maintenance of business-critical activities, e.g., ensure that there are effective business continuity plans in place, and that they are tested regularly.
- Work with colleagues within and external to UKHSA to provide surge capacity and capabilities.
- Ensure effective succession planning within the Public Health Microbiology Directorate.
- Resolve complaints, grievances, capability and disciplinary issues at the appropriate level.
- Lead and manage change positively.

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

- UKHSA DG Science and Research
- UKHSA Executive and Senior Leaders
- Deputy Directors of UKHSA's microbiology laboratory services
- Director of Science Strategy and Evidence
- Director Scientific Facilities and Performance
- Director, Radiation, Chemicals and Environmental Hazards
- Other members of the Science Directorate Senior Management Team



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- UKHSA Colleagues in other directorates, e.g., Data & Analytics, Chief Medical Advisor, Health Protection Operations
- UKHSA corporate colleagues, including Finance, Communications, HR and Health and Safety
- Clinical and research governance specialists

External

- Department of Health and Social Care
- Cabinet Office
- Home Office
- MOD
- BEIS
- Academics in the respective fields
- The Health and Safety Executive
- UKAS
- NHS Pathology Services and national leaders
- Other laboratory providers
- Industry providers of microbiology testing and supporting services
- Stakeholders working in the field, e.g., the APHA, FSA, etc.
- Suppliers of laboratory equipment
- Research funding bodies
- National and international organisations and committees relating to the field
- Research funding bodies
- World Health Organisation

Person Specification

Description	Essential	Desirable	Assessment
Qualification			
<ul style="list-style-type: none"> • MBBS, MB ChB, or bachelor's degree in a relevant subject <u>or</u> evidence of equivalent qualification 	✓		
<ul style="list-style-type: none"> • Qualification requirements: Master's degree in Public Health <u>or</u> other appropriate discipline <u>or</u> equivalent experience • Qualification requirements: PhD in appropriate discipline or equivalent experience • The professional registration requirements for this post will depend on whether if you are a medical 	✓	✓	<p>A/I</p> <p>A/I</p> <p>A/I</p>



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<p>practitioner, clinical scientist, or other professional. Please note these as follows:</p> <p>For medical practitioners: Full and specialist registration and with a licence to practise with the GMC (or be eligible for registration within six months of interview). Applicants that are UK trained must also be a holder of a Certificate of Completion of Training (CCT) or be within six months of award of CCT by date of interview. Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT. CCT or equivalent ideally in medical microbiology or medical microbiology and virology or medical microbiology and infectious diseases or public health and inclusion in the specialist register.</p> <p>For other public health professionals: Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists at the point of application. Public health specialty registrar applicants who are not yet on the GMC Specialist Register, UKPHR register or GDC Specialist List in dental public health must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview</p> <p>If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT [see shortlisting notes below for additional guidance]</p> <p>For Clinical Scientists: Registration with the Health and Care Professions Council (HCPC) or demonstration of active work to complete</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
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<p>the portfolio within 1 year of appointment in appropriate discipline</p> <p>For other professions: Consultant level accreditation for nurses or allied health professionals or equivalent</p> <p>OR</p> <p>For those from other professional backgrounds professional registration is not required; equivalent level of experience is required</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
<p>Professional Qualification requirements for candidates from a medical, public health or clinical background:</p> <p>As medical practitioner:</p> <ul style="list-style-type: none"> • Fellowship of the Royal College of Pathologists (FRCPath), <p>OR</p> <ul style="list-style-type: none"> • Membership of the Royal College of Physicians (MRCP) <p>For public health consultants:</p> <ul style="list-style-type: none"> • Membership of the Faculty of Public Health (FPH) by examination by exemption or by assessment, or equivalent <p>OR</p> <ul style="list-style-type: none"> • Fellowship of the Faculty of Public Health (FPH) <p>As Clinical Scientist and other Specialities:</p> <ul style="list-style-type: none"> • For non-medical or Clinical Scientist applicants, qualifications, and experience commensurate with a Clinical Scientist of equivalent standing (inclusive of a PhD and substantial appropriate post-doctoral experience and state registration with the HCPC or FRCPath/FPH) • Significant Post graduate training and experience within relevant specialism 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		A/I
<ul style="list-style-type: none"> • Evidence of continuing profession development (existing consultants must be able to demonstrate active 	<p>✓</p>		A/I



participation in a recognised CPD scheme) <ul style="list-style-type: none"> Public Health consultant applicants must meet minimum CPD requirements (i.e. be up to date) Applicants from other professional backgrounds must demonstrate commitment to continuous professional development 	✓		
Knowledge and experience Experience as defined by type/level (not length)			
Strong leadership capability to drive work across a broad portfolio;	✓		
Experience in the management of multidisciplinary teams	✓		A/I
Understanding of public health microbiology	✓		A/I
Broad experience of public health microbiology and virology		✓	
Experience of leading complex networks of laboratories	✓		A/I
Experience in providing advice for government policy		✓	A/I
Experience of national policy development and implementation		✓	A/I
Experience of managing significant commercial and financial activities, including revenue, capital projects, and budgets to balance	✓		A/I
Evidence of commitment to research and development,		✓	A/I
Experience of working with industry, academia, and government		✓	
Skills and capabilities			
Significant experience, in leading operational services for a public health or health related services organisation at a senior level	✓		A/I
Experience in the leadership/management of a science focused role, including the	✓		A/I



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leadership/management of multidisciplinary services			
Evidence of managing major change successfully and positively	✓		A/I
Proven skill in people management in mobilising and motivating multi-disciplinary teams to learn, develop and deliver to high standards	✓		A/I
Demonstrated ability to operate at pace in a fast-changing complex environment to manage competing priorities effectively	✓		A/I
Proven skills in development of creative and innovative interventions to support the organisation and development of a high performing workforce	✓		A/I
Excellent written and oral communication skills proven when communicating to national and local audiences	✓		A/I
Enthusiastic team player with a can-do attitude	✓		A/I
Comfortable with Information Technology and experienced at introducing and managing Information Systems projects	✓		A/I
Able to relate to all grades of staff.	✓		A/I
Equality and diversity			
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.	✓		I
Knowledge and understanding of the public sector equality duty (the Equality Act 2010). Understanding of the protected characteristics in terms of both epidemiology and barriers to access are critically important in delivering this role	✓		I
*Assessment will take place with reference to the following information			



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



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- 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 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.

Shortlisting notes

Applicants in training grades

1.1 Medical and dental applicants

All medical/dental applicants must have Full and Specialist registration (with a license to practice) with the General Medical Council or General Dental Council (GMC/GDC) or be eligible for registration within six months of interview. Once a candidate is a holder of the Certificate of Completion of Training (CCT), registration with the relevant register is guaranteed.

Applicants that are UK trained must ALSO be a holder of a Certificate of Completion of Training (CCT) or be within six months of award of CCT by date of interview demonstrated by a letter from their Training Programme Director (TPD).

1.2 Non-Medical Applicants in training programme

All non-medical applicants must be registered with the UKPHR or be within six months of registration at the date of the interview. Applicants must provide proof (letter of confirmation from their TPD or the CCT) at interview.

2. Applicants in non-training grades

Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT.

Applicants from a medical background will be expected to have gained full specialist registration with the GMC through the Certificate of Eligibility for Specialist Registration (CESR) route.

Applicants from a background other than medicine are expected to have gained full specialist registration with the UKPHR at the point of application.

Employers are advised that individuals should not take up consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers. The exception to this is when the candidate holds the CCT.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.



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