## Step Guide
## Health Promotion – Health Improvement Practitioner Specialist Profile (Band 6)

This step guide will help you to understand and use the national profile identified in the RCN "KNOW YOUR WORTH: re-banding the nursing workforce within the NHS" guidance document. This guidance provides detailed information about the various stages to get through a job evaluation review, where you can substitute the step guide below at pages 13-14 of that document. The step guide works through each factor systematically to identify where there may be gaps in your current job information to match it to the profile. As profiles can have multiple options per factor, the guide will focus on the highest option.

You will need to identify the level your job has reached for each of the 16 factors using this guide, so will therefore need a copy of your existing Matched Job Report (MJR) which details how your post was originally assessed. Understanding the original assessment is an important piece of the jigsaw, it will help you understand what gaps in information there may be and help you focus on these areas to update the job information.

The profile can be found on the NHS Employers website in the "Allied health professionals" family, "Public health - health improvement" sub family.

First step is to check that the job statement at the top of the profile does align to your job, it doesn't need to be exact just a good fit. The statement for the Health Improvement Practitioner Specialist profile is:

1. Contributes to, and advises on the development and implementation of specialist local health improvement programmes.
2. Develops and maintains public health information and support structures
3. Facilitates/ leads multi-agency public health group work and community- based health needs assessment; implements monitoring and evaluation mechanisms to assess the impact of community action on health
4. Provides training to a range of staff and community groups

As you answer the standard question for each factor, you start to build a list of where your current job information would require strengthening to meet the national profile. Your application will be stronger when you have more examples of where your knowledge, responsibilities and skill meet the standard required in each factor. Every factor counts, and it is your responsibility to represent your role accurately.

Where you answer:

- **"yes"** your job information may already be sufficient to match the required level. You can, and should, strengthen this description if it does not accurately represent your role.
- **"no"** your job information may need strengthening in this area, then provides prompts to think about how your job information could be improved.

**Factor 1 – Communications and relationships skills**
Does your MJR score level 5 or above?
Think about: How you communicate complex, sensitive or contentious public health information to large groups. This could be for example presenting on range of issues to large groups on topics such as child protection or sexual health. You might adapt information for different audiences and handle questions, resistance or challenge when delivering health messages.

**Factor 2 – Knowledge, training and experience**
Does your MJR score level 6 or above?
Think about: How you would explain to a someone newly qualified in the public health field what additional training, qualifications, competencies or experience they need to become fully competent in the role. For example, specialist public health improvement knowledge acquired through structured training, extended courses or experience to postgraduate diploma level equivalent. The theory you apply to health inequalities, prevention, behaviour change, population health, community engagement or evaluation for example, where you might be a source of specialist advice to others.

**Factor 3 – Analytical and judgemental skills**
Does your MJR score level 4 or above?
Think about: The types of judgements you make when analysing and evaluating health data and the effectiveness of public health initiatives and programmes. You might identify and assess alternative approaches and the resources required. This might be for example analysing health data, population data or community needs information or evaluating whether initiatives are effective. For example, comparing different intervention options using evidence to recommend or adapt a programme.

**Factor 4 – Planning and organisational skills**
Does your MJR score level 3 or above?
Think about: The types of planning you undertake. For example, how you plan, coordinate and organise multi-agency groups, or project manage public health improvement and community programmes, initiatives or campaigns. You might have to keep programmes on track across various stakeholders.

**Factor 5 – Physical skills**
Does your MJR score level 2 or above?
Think about: The skills required to perform your duties. Some examples at this level would be driving for community or partner visits, using IT and presentation equipment, setting up training equipment or routine keyboard or digital skills.

**Factor 6 – Responsibility for patient/client care**
Does your MJR score level 5 or above?
Think about: The type of specialised health improvement advice you provide to support the care and education of patients, communities, staff or partner organisations. This might include advice that supports prevention, education and self-management or care. You might tailor advice to particular health needs, risks or inequalities, providing specialist input rather than generic wellbeing information.

**Factor 7 – Responsibility for policy/service development**
Does your MJR score level 3 or above?
Think about: How you get involved in the development of local policies or protocols and whether you have any responsibility for putting into practice a new or revised policy, for example in the local community, across community groups or an area. You might implement local or national public health policy, propose changes to public health programmes, pathways, resources or approaches that affect agencies, community groups or locations. This might be service improvements beyond your immediate team.

**Factor 8 – Responsibility for financial & physical resources**
Does your MJR score level 3 or above?
Think about: Whether you have any financial responsibility. Some examples at this level would be monitoring project or programme budgets, tracking spend against a health improvement initiative or identifying the financial implications of different delivery options.

**Factor 9 – Responsibility for human resources**
Does your MJR score level 3 or above?
Think about: The responsibility you have for staff or students, for example providing training in a range of public health areas. This might be training staff in specialist approaches, tools or programmes on a range of public health topics including designing and adapting their training materials.

**Factor 10 – Responsibility for information resources**
Does your MJR score level 3 or above?
Think about: The types of information you deal with and whether this is information you have developed or created, such as regularly producing reports or public health information material or developing and maintaining health improvement directories. You might create materials, publications, briefings, presentations or resources using desktop publishing or software to change the way information is presented.

**Factor 11 – Responsibility for research and development**
Does your MJR score level 2 or above?
Think about: How you get involved in public health audits and trials and public involvement surveys when required. For example, trials or pilots, evaluation of health improvement programmes or collecting evidence to assess impact or shape future delivery.

**Factor 12 – Freedom to Act**
Does your MJR score level 4 or above?
Think about: Whether you are seen as a lead specialist in your area or team. This could be deciding how outcomes are best achieved whilst working within national, local and occupational policies, using guidance only when required. You might have discretion in how programmes are planned, delivered and evaluated.

**Factor 13 – Physical Effort**
Does your MJR score level 1 or above?
Think about: The level of physical effort required for the role, such as lifting health improvement materials.

**Factor 14 – Mental effort**
Does your MJR score level 2 or above?
Think about: The type and frequency of concentration required for the role. You might have a predictable work pattern and need to concentrate on the development and analysis of public health reports and evidence reviews.

**Factor 15 – Emotional effort**
Does your MJR score level 2 or above?
Think about: The types of emotional situations you are exposed to and the frequency this occurs, such as exposure to distressed staff or members of the public during group work.

**Factor 16 – Working conditions**
Does your MJR score level 1 or above?
Think about: The working conditions you are exposed to. At this level this would typically be normal office working environments.