



Coventry City Council

## Job Description

<b>Post:</b>	Public Health Programme Officer – Lifestyles, Long Term Conditions and Mental Wellbeing	<b>Job Number:</b>	L3473D
<b>Service:</b>	Public Health	<b>Post Number:</b>	1022458
<b>Location:</b>	One Friargate	<b>Grade:</b>	7

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To improve population health & well-being outcomes by supporting the development and delivery of evidence-based public health programmes & projects, working in cross-directorate / organisation project teams and with external partners. This post will principally support the following area:

**Lifestyles, Long Term Conditions and Mental Health:** This post will principally support the promotion and sustainability of healthy lifestyles, prevention of long term conditions and promotion of mental health and wellbeing for Coventry residents.

### Main Duties and Responsibilities:

- Support the Programme Manager and Consultant in Public Health in the overall delivery of public health programmes and projects of priority areas of work identified in the Directorate Business Plan/ JSNA/ Health and Well-being Strategy.
- Identification of health needs, using appropriate analytic techniques and working with multiple qualitative and quantitative data sources, including intelligence from local communities.
- Supporting the development & delivery of evidence-based strategies to meet these health needs.
- Evaluating the impact of programmes and projects using appropriate evaluation techniques.
- Monitoring programme performance against key indicators/outcomes measures.
- Supporting the dissemination of learning from programmes and projects at local, regional and national level.
- Supporting and contributing to matrix working across the directorate by communicating effectively with other members of the directorate and City Council.
- Working across the council and other organisations to support the delivery of public health objectives.
- Supporting the commissioning of services to support the delivery of improvement in health objectives (services commissioned directly by public health, the wider council or from other organisations, including the CCG).
- Providing regular reports and updates to relevant structures including the Health and Well-being Board, Scrutiny, Cabinet & Council.
- Any other duties in line with the grade of the post, as required.

### Professional/Clinical Responsibilities

- Receive professional management and support from a relevant professional/Programme Manager.
- Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities.

### Managerial Responsibilities

- Provide support to the Programme Manager to ensure that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Provide support to the Programme Manager to development and monitor appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan.

#### **Financial Responsibilities**

- Provide support to the Programme Manager to manage programme and project budgets in accordance with the processes and procedures of the organisation.
- Provide support to the Programme Manager to identify and implement efficiency savings as required.

Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

#### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

#### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** - N/A

**Responsible to:** Programme Manager

**Date Reviewed:** 26.04.22

**Updated:** 26.04.22





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Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of public health and approaches to improving public health</li></ul>
	<ul style="list-style-type: none"><li>• Basic knowledge of research methodologies and data analysis</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of the commissioning cycle and service redesign approaches</li></ul>
	<ul style="list-style-type: none"><li>• Awareness of NHS structures and systems</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Excellent numeracy skills</li></ul>
	<ul style="list-style-type: none"><li>• The ability to write clearly and communicate complex data to different audiences</li></ul>
	<ul style="list-style-type: none"><li>• Presentation skills</li></ul>
	<ul style="list-style-type: none"><li>• Excellent IT skills</li></ul>
	<ul style="list-style-type: none"><li>• Highly self-motivated</li></ul>
	<ul style="list-style-type: none"><li>• Able to motivate others</li></ul>
	<ul style="list-style-type: none"><li>• Excellent team working skills</li></ul>
	<ul style="list-style-type: none"><li>• Basic research skills</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Analysing data and handling datasets</li></ul>
	<ul style="list-style-type: none"><li>• Writing reports for different audiences</li></ul>
	<ul style="list-style-type: none"><li>• Basic project or programme management experience</li></ul>
	<ul style="list-style-type: none"><li>• Prioritising work, managing time and working under pressure to deliver to deadlines</li></ul>
	<ul style="list-style-type: none"><li>• Undertaking needs assessment and programme evaluation</li></ul>
	<ul style="list-style-type: none"><li>• Developing relationships across local communities</li></ul>
	<ul style="list-style-type: none"><li>• Working with multiple organisations</li></ul>
	<ul style="list-style-type: none"><li>• Working in project teams</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>• Health/social care related degree or equivalent experience</li></ul>
	<ul style="list-style-type: none"><li>• Commitment to continuous professional development</li></ul>

**Special Requirements:**

- Ability to be collocated with other directorate or partner organisation, depending on needs of specific projects

**Date Reviewed:** 28.04.22

**Updated:** 28.04.22