



Coventry City Council

## Job Description

<b>Job Title:</b>	Programme Manager – Lifestyles and Long Term Conditions	<b>Job Number:</b>	P1546D
<b>Service:</b>	Public Health	<b>Post Number:</b>	1021101
<b>Location:</b>	Civic Centre 1/Friargate	<b>Grade:</b>	9

### 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 outcomes by leading on the development and delivery of evidence based public health strategies, programmes and projects to promote healthy lifestyles and prevent poor health and wellbeing linked to lifestyles risks, working with a range of partners. This post will include responsibilities around preventing long term conditions and promoting mental health and wellbeing.

### Main Duties and Responsibilities:

#### Policy development, planning and programme implementation

- Oversee the development, delivery and programme management of multiple public health programmes and projects identified in the Directorate Business Plan/ JSNA/ Health and Well-being Strategy and national public health policy (including the Public Health Outcomes Framework).
- Identification and analysis of health needs in key population groups and health outcomes, using appropriate analytic techniques, working with research evidence, multiple qualitative and quantitative data sources and national and local databases (including primary care datasets).
- Development of evidence-based strategies to meet these health needs, including supporting service or pathway redesign and building consensus for the delivery of these strategies with a range of local partners.
- Lead on & oversee the implementation of these strategies by leading bespoke project team(s) from across the Council and other organisations as appropriate.
- Using negotiation and influencing skills, work with partner organisations to achieve their delivery of elements of programmes for which they have direct responsibility.
- Evaluate the impact of programmes, projects & service redesign and ensure that any relevant learning is incorporated into future programme delivery.
- Lead on the dissemination of learning from programmes and projects at local, regional and national level.

- Provide advice and guidance to support the commissioning of services that lead to the delivery of improvement in health outcomes (service commissioned directly by public health or from other organisations, including the CCG).
- Lead on the development of sub-regional working for relevant programme areas (across Coventry, Warwickshire and Solihull).
- Contribute to research activities with local universities.

### **Communications & relationship management**

- Write and present regular reports and updates, including complex data from multiple sources, to a variety of audiences including the Health and Well-being Board, CCG board and locality boards, politicians and senior management and clinicians from partner organisations.
- Manage complex relationships across a wide range of organizations.
- Act as an exemplar for matrix working across the team, City Council and other partner organisations by leading complex project teams and through excellent external and internal communication.

### **Managerial Responsibilities**

- Manage the recruitment and training of staff and provide day-to-day management of project team members.
- Managing a complex portfolio of projects, ensuring that these are adequately resourced and that workloads are appropriately prioritized.
- Ensure that effective governance structures are in place for all programmes and projects.
- Ensure that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Development and monitoring of appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan.

### **Financial Responsibilities**

- Manage programme and project budgets in accordance with the processes and procedures of the organization.
- Delegated budget holder for certain services within relevant financial limit.
- Identify and implement efficiency savings within programme areas as required.

### **Professional/Clinical Responsibilities**

- Receive professional management and support from a relevant professional/ Consultant in Public Health.
- Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities.
- Provide support to staff training in public health.

## **Organisational Responsibilities**

### **1. Development**

All employees have a responsibility to participate in regular performance and development reviews with their manager where they will identify performance standards for the post. As part of the appraisal process there is a joint manager/staff responsibility to identify learning and development needs to meet the performance standards required of the post holder.

### **2. Equality & Diversity**

As an employee you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s), patients, carers or visitors or condone discrimination, harassment or bullying by others.

### **3. Health and Safety**

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to make yourself aware of your employer's health and safety policies and to report all accidents.

### **4. Information Security and Confidentiality**

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

### **5. Risk Management**

Staff at all levels have a responsibility for ensuring that risks are managed at work, group and local level. This process will include the assessment and effective control of all acceptable risk situations.

As an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and co-operate with any investigations undertaken.

Employees will be required to adhere to the Organisation's policies and procedures and attend statutory and mandatory training.

### **6. Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees 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 organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Organisation. All such interests must be declared in the Organisation's register of interests either on appointment or when such interests are gained.

## 7. Safeguarding Children, Young People and Vulnerable Adults

Your employer is committed to safeguarding and promoting the welfare of children young and people and vulnerable adults and expects all staff and volunteers to share this com

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 Workforce Diversity and Inclusion Policy.

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

**Responsible for:** 1 x Programme Officers

**Responsible to:** Consultant in Public Health Medicine – Lifestyles and CCG (Shared with Coventry & Warwickshire Clinical Commissioning Group)

**Date Reviewed:** 26 January 2022

**Updated:** 26 January 2022



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Understanding of local government role in improving health and addressing inequalities</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of other partners in the public sector role in improving health and addressing inequalities.</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of the contribution of the voluntary and private sector to promoting health.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to lead and motivate own team and others.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage multiple work programmes.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work to high degree of authority.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to influence others outside of direct sphere of influence.</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent analytical skills including high level of numeracy and excellent written skills.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to handle and negotiate conflict effectively and understand different perspectives.</li> </ul>
	<ul style="list-style-type: none"> <li>Resilient and able to deal with uncertainty.</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent communication skills and the ability to present complex data in a compelling and accessible way.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to advocate for change.</li> </ul>
	<ul style="list-style-type: none"> <li>Persuasive and able to negotiate at senior level with different organisations.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Demonstrable experience improving health and well-being outcomes.</li> </ul>
	<ul style="list-style-type: none"> <li>Minimum of 3 years' experience within the NHS, public sector in a public health, health or other commissioning role.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of project and process management methodologies.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work at a senior level with demonstrable experience of working with GP's and other clinicians and senior managers in a range of organisations.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to demonstrate experience of management and implementation of multiple, complex projects working with several different agencies.</li> </ul>
	<ul style="list-style-type: none"> <li>Line Management experience.</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrable experience in the use and interpretation of multiple data sources.</li> </ul>

	• Experience in improvement methodologies.
	• Experience managing complex project teams.
	• Previous experience working in a political environment/working with politicians.
	• Experience of matrix-working across team or organisational boundaries.
	• Experience of commissioning services or programmes.

<b>Educational:</b>	• Educated to a masters level in an appropriate discipline.
	• Masters qualification in Public Health, Health Services Research or similar.
	• Willingness to work towards a Public Health or related qualification.
	• Trained in programme or project management methodologies.

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul> <p><b><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></b></p>
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**Date Reviewed:** 26 January 2022

**Updated:** 26 January 2022