

# Job Description and Person Specification

## Programme Manager - People

Job Details	
Grade	9
Service	Public Health
Location	One Friargate
Job Evaluation Code	P1546D

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>The postholder will be responsible for:</p> <p>Improvement in population health outcomes by leading on the development and delivery of evidence-based public health strategies, programmes and projects, working with partners. This will include responsibility for the health of children, young people and older people.</p>

Key Responsibilities and Accountabilities
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).
Lead on & oversee the implementation of these strategies by leading bespoke project team(s) from across the Council and other organisations as appropriate.
Lead on the continuous quality improvement of public health services commissioned to meet the needs of children and families.
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.
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 ICB).
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.
Lead on the development of sub-regional working for relevant programme areas (across Coventry, Warwickshire and Solihull).
Contribute to research activities with local universities.

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

Key Relationships			
External:	OHID South Warwickshire University NHS Foundation Trust University Hospital Coventry and Warwickshire Coventry & Warwickshire Integrated Care Board Voluntary and community organisations Neighbouring local authorities	Internal:	Public Health Insight and Migration Team Children Services Education Legal and Finance Coventry elected members

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
Programme Officer x 1

Person Specification	
Requirements	
Knowledge	Understanding of local government role in improving health and addressing inequalities
Knowledge	Understanding of other partners in the public sector role in improving health and addressing inequalities.
Knowledge	Understanding of the contribution of the voluntary and private sector to promoting health.
Skills And Ability	Ability to lead and motivate own team and others.
Skills And Ability	Ability to manage multiple work programmes.
Skills And Ability	Ability to work to high degree of authority.
Skills And Ability	Ability to influence others outside of direct sphere of influence.
Skills And Ability	Excellent analytical skills including high level of numeracy and excellent written skills.
Skills And Ability	Able to handle and negotiate conflict effectively and understand different perspectives.
Skills And Ability	Resilient and able to deal with uncertainty.
Skills And Ability	Excellent communication skills and the ability to present complex data in a compelling and accessible way.
Skills And Ability	Able to advocate for change.
Skills And Ability	Persuasive and able to negotiate at senior level with different organisations.
Experience	Demonstrable experience improving health and well-being outcomes.
Experience	Minimum of 3 years' experience within the NHS, public sector in a public health, health or other commissioning role.
Experience	Experience of project and process management methodologies.
Experience	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.

Experience	Ability to demonstrate experience of management and implementation of multiple, complex projects working with several different agencies.
Experience	Line management experience or equivalent experience of supporting staff.
Experience	Demonstrable experience in the use and interpretation of multiple data sources.
Experience	Experience in improvement methodologies.
Experience	Experience managing complex project teams.
Experience	Previous experience working in a political environment/working with politicians.
Experience	Experience of matrix-working across team or organisational boundaries.
Experience	Experience of commissioning services or programmes.
Qualification	Educated to a masters level in an appropriate discipline or equivalent experience.
Qualification	Willingness to work towards a Public Health or related qualification.
Qualification	Trained in programme or project management methodologies

Declaration			
Reviewed/Created By:	Ryan McHugh		
Job Title:	Business Manager	Date:	June 2025