



Coventry City Council

## Job Description

<b>Job Title:</b>	Public Health Programme Officer – Health Protection	<b>Job Number:</b>	L3473D
<b>Service:</b>	Public Health	<b>Grade:</b>	7
<b>Location:</b>	One Friargate		

### Job Purpose:

To improve population health protection 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 local authority's statutory health protection duties and programmes related to:

Communicable Disease Control – including TB, blood-borne virus control, antimicrobial resistance/infection control, screening and immunisation programme assurance/promotion, sexual health, as well as supporting the ongoing response to COVID-19  
Environmental Hazards – including fuel poverty, air quality, and oral health  
Emergency Planning – including outbreak/pandemic flu planning and response, local health resilience, and extremes of weather

The role includes support for a number of strategic, reactive, campaign and commissioning responsibilities, and support for a number of joint programmes with Warwickshire County Council, and will require strong partnership working with partners in Warwickshire.

### Main Duties and Responsibilities:

- Support the Programme Manager (Health Protection, Coventry City Council) and Consultant in Public Health (Health Protection – joint post with Warwickshire County Council) in the overall delivery of health protection programmes and projects of priority areas of work identified in the Directorate Business Plan/ JSNA/ Health and Well-being Strategy/Health Protection 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.



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- Supporting and contributing to matrix working across the directorate and organisation by communicating effectively with other members of the directorate and City Council.
- Working across the council and other organisations (to include Warwickshire County Council, District and Borough Councils, Public Health England, NHS England, Clinical Commissioning Groups and the West Midlands Combined Authority) to support the delivery of health protection objectives. Working closely with Warwickshire County Council in particular on a number of joint programmes/partnership groups including: Health Protection Committee, Local Health Resilience Partnership, TB Programmes, Air Quality Alliance, Screening and Immunisation Boards and the Regulators' partnership, and relevant COVID-19 related boards.
- Supporting the commissioning of services to support the delivery of health protection objectives (services commissioned directly by public health, the wider council or from other organisations, including the CCG). There are a number of programmes that will be directly commissioned by the Health Protection team, including the secondary care Infectious Disease service, the HIV testing portfolio of programmes, sex worker support services, TB/HIV support service, Oral Health and fuel poverty services.
- Supporting health protection campaign work, to include seasonal flu vaccination, antimicrobial resistance, air quality/active travel.
- Providing regular reports and updates to relevant structures including the range of partnership committees/groups outlined above, 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/external 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 develop 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:-

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- 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 Equality, Diversity and Inclusion 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 – Health Protection

**Date Reviewed:**

**Updated:** August 2020



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## Person Specification

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<b>Service:</b>	Public Health	<b>Grade:</b>	7
<b>Location:</b>	Friargate		

Area	Description
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<b>Knowledge:</b>	• Knowledge and understanding of public health and approaches to improving and protecting public health
	• Basic knowledge of research methodologies and data analysis
	• Awareness of the commissioning cycle and service redesign approaches
	• Awareness of NHS structures and systems

<b>Skills and Abilities:</b>	• Excellent numeracy skills
	• The ability to write clearly and communicate complex data to different audiences
	• Presentation skills
	• Excellent IT skills, including Excel and other Microsoft Office packages
	• Highly self-motivated
	• Able to motivate others
	• Excellent team working skills
	• Basic research skills

<b>Experience:</b>	• Analysing data and handling datasets
	• Writing reports for different audiences
	• Basic project or programme management experience
	• Prioritising work, managing time and working under pressure to deliver to deadlines
	• Undertaking needs assessment and programme evaluation
	• Developing relationships across local communities
	• Working with multiple organisations
	• Working in project teams

<b>Educational:</b>	• Health/social care related degree or equivalent experience
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	<ul style="list-style-type: none"><li>• Commitment to continuous professional development</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Ability to be colocated with other directorate or partner organisations, depending on needs of specific projects</li></ul>

**Date Reviewed:**

**Updated:** August 2020