

Job Description and Person Specification



Job Description

Job Title	Population Health Policy Project Assistant
Grade	5
Service	Public Health Insight and Migration
Reports to	Population Health Policy Officer
Location	Friargate
Job Evaluation Code	D2085D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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.



About the Service your team will provide

The purpose of this role is to support the development and ongoing sustainability of strategic partnership aimed at improving the health and wellbeing of the population of Coventry.

Main Duties & Key Accountabilities

Under the direction of the newly appointed Population Health Policy officer, this post will principally assist with providing support to the coordination, management and general functioning of a several strategic partnerships which support health and wellbeing.

1. Support the Population Health Policy officer to develop and sustain strategic partnerships including Health and Wellbeing Board and relevant Scrutiny Boards.
2. Co-ordinate partnership work between Public Health, the Coroner's office, Safeguarding and Police to act on findings from Domestic Homicide reviews, Child Death Overview Panels and Joint Agency Responses.
3. Undertake administrative duties including:
 - Organise room bookings for and take minutes of a variety of partnership meetings.
 - To support core processes and activities within the team
 - Managing Microsoft Teams and SharePoint systems
 - Creating documents to show the links between various partnership meetings both within Coventry and sub-regionally and updating in line with governance changes.
4. Support the Population Health Policy officer with the coordination of communication and engagement required to mobilise partners.
5. Where appropriate, represent and deputise for senior colleagues on specific issues.
6. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External NHS organisations West Midlands Police West Midlands Fire Service Warwick and Coventry Universities Coroner's office	Internal Public Health Team Elected Members Governance services
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
Understand the principles of good practice in Project Management, Techniques and Systems.	
A good understanding and knowledge of ICT packages to produce high quality documents including reports, and presentations.	
Equal opportunities including issues relating to disadvantaged communities or areas as part of the scope of the Project.	
Skills and Abilities	
Organisational skills, e.g. time management, managing priorities and meeting deadlines.	
Excellent written and verbal communication skills including report writing.	
Interpersonal and negotiating skills to develop effective working relationships with partner organisations.	
Networking skills, fostering inter-agency work and working across organisational barriers.	
Numeracy skills.	
Well-developed information technology and communication skills.	
Accuracy and attention to detail.	
Able to work on own initiative, contribute to teamwork and demonstrate flexibility in working as part of a team.	
Experience	
Administrative experience including organising meetings and minute taking.	
Work with policy development, projects or programmes to support and deliver projects.	
Participation in working groups, particularly with other partners.	
Qualifications	
Experience relevant to the key tasks of the post.	
Special Requirements	

NA

Date Created	April 2024	Date Reviewed	April 2024
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