

Job Description and Person Specification

Programme Officer: Inequalities

Job Details	
Grade	7
Service	Public Health
Location	Friargate
Job Evaluation Code	L3473D

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

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. The Programme Officer will principally support the following areas:

- Improving population health by working with the planning, transport and licensing functions to support health focused decision making and outcomes relating to the built environment and policy
- Maximize opportunities to reduce health inequalities through supporting the development of key documents and policies, working with planners to support the determination of applications that have an impact on health, support the development of health impact assessments, support the delivery of health and wellbeing priorities in the Coventry Local Plan
- Support the Director of Public Health in fulfilling the role as a Responsible Authority to ensure health and wellbeing are considered in alcohol licensing decision making, facilitate access to public health information, data and evidence across the Regeneration and Economic Development Directorate and act as a champion for good practice in relation to planning for health
- Working with Climate Change and Sustainability team to ensure an equitable approach is taken to work to reducing the cost and consequences of climate change

Key Responsibilities and Accountabilities
Supporting the Programme Manager in the overall delivery of public health programmes and projects of priority areas of work identified in Directorate Business Plans/ 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
Working across the council and other organisations to support the delivery of public health objectives
Supporting the commissioning of services designed to deliver improvement in health objectives (services commissioned directly by public health or by other parts of the council or by partner organisations)
Providing regular reports and updates to relevant structures including the Health and Well-being Board, Scrutiny, Cabinet & Council
Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities
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, including development and monitoring of performance indicators
Provide support to the Programme Manager to manage programme and project budgets in accordance with the processes and procedures of the organisation including identification and implementation of efficiency savings as required

Key Relationships

External:	<p>NHS organisations</p> <p>West Midlands Combined Authority</p> <p>Voluntary Community Faith and Social Enterprise sector</p> <p>Other statutory partners including West Midlands Fire Service and West Midlands Police</p>	Internal:	<p>Transport Planning</p> <p>Regulatory Services</p> <p>Climate Change and Sustainability</p>
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Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> • 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. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade.

Responsible for
<p>May be required to line manage up to one staff member (G5 or lower)</p>

Person Specification	
Requirements	
Knowledge	Knowledge and understanding of public health and approaches to improving public health, including a clear understanding of the wider determinants of health
Knowledge	Knowledge of policy and legislation which influences wider determinants of health
Knowledge	Knowledge of Council approach to transformation and service redesign

Skills And Ability	The ability to write clearly and communicate complex data to different audiences
Skills And Ability	Basic research skills including synthesis of evidence
Skills And Ability	Ability to motivate and influence others
Experience	Prioritising work, managing time and working under pressure to deliver to deadlines
Experience	Undertaking needs assessment and programme evaluation
Experience	Developing relationships and working with multiple teams both internal
Qualification	Health/social care related degree or equivalent experience with a commitment to continued professional development
Special Requirements	Ability to be co-located with other directorates or partner organisations, depending on needs of specific projects

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
No			
And if so, which type? N/A			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Valerie De Souza		
Job Title:	Consultant in Public Health	Date:	February 2026