

Job Description and Person Specification

Role: Population Health Policy Officer



Job Description

Job Title	Population Health Policy Officer
Grade	9
Service	Public Health, Insight and Migration
Reports to	Consultant in Public Health – Insight & Communities
Location	One Friargate
Job Evaluation Code	P1546D



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

Purpose of the role

To manage and develop strategic partnerships in order to improve the health and wellbeing of the population of Coventry.

Main Duties & Key Accountabilities

Core Knowledge

1. Work directly with Director of Public Health & Wellbeing, Chief Officer for Partnerships and Health and Well Being Board (H+WBB) Chair and to develop the role, profile and function of H+WBB. This will include forward planning, agenda setting and liaising with senior partners to ensure board priorities are met.
2. To develop cohesion and drive forward an integrated approach to improving local health and well-being outcomes, enabling H+WBB to develop a systems leadership culture, this includes facilitating links with Scrutiny Co-ordination, Scrutiny Board 5.
3. To provide leadership and ensure that the Coventry H+WBB discharges its statutory functions and responsibilities effectively and efficiently.
4. Working in a highly sensitive political and multi-agency environment to build and sustain effective partnerships and working relationships at senior levels across Coventry and across a range of partners to meet the health and wellbeing agenda.
5. Lead on the strategic development of the Board developing and delivering a programme of support to improve the workings of the Board include: ensuring H+WBB is effective with robust governance arrangements; ensuring the Board has effective mechanisms for engaging local partners and communities; and board members are effective in reshaping services through workforce training etc.
6. To design and implement outcome-based programme management arrangements for Health and Wellbeing Strategy and related partnerships and plans, including appropriate involvement of Scrutiny.
7. To manage budgets assigned to H+WBB, and any projects arising from the Board's activities.
8. Liaising with Coroner's Office and NHS around mortality reviews.
9. To support very senior managers by leading on and managing specific strategic transformation projects/programmes and ensure work is planned, progressed, co-ordinated and completed. Ensuring that policy decisions which enable the financial targets within individual projects and the overall programme are met.

10. Maintaining a good knowledge of relevant national policy and applying this locally.

Key relationships

External	Internal
H+WBB members (Coventry & Warwickshire ICB, UHCW, WMP, Coventry University, University of Warwick, Voluntary and Community Sector Partners) Child Death Overview Panel Community Safety Partnership Police	Elected Members (including Cabinet, Scrutiny chairs) Chief Partnership Officer Directors of Public Health, Adults and Children's Services Coroners Service Community Safety Team

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: None

Person specification

Job Evaluation Code	
Knowledge	
Good knowledge and understanding of current policy issues relating to local and regional government, and of statutory obligations relating to Health and Wellbeing Boards	
Good understanding of the decision making process in local government	
Understanding of strategic partnership working and placed based systems leadership.	
Skills and Abilities	
Ability to work as part of a team, supervise other employees and maintain constructive working relationships	
Ability to communicate clearly and concisely both orally and in writing	
Excellent interpersonal skills and ability to motivate others	
Ability to work directly with elected members, senior colleagues and partner organisations and local communities	
Demonstrable policy development and implementation skills	
Ability to undertake research and prepare reports which will assist decision making	
Ability to analyse written information, numerical data and basic statistics and to draw valid conclusions	
Ability to work flexibly and demonstrate creativity and imagination	
Ability to work to tight schedules, meet deadlines, manage and prioritise his/her workload, and act on his/her own initiative	
Ability to use, or learn to use, standard computer software packages	
Ability to manage budgets and maintain financial records	
Experience	
Experience of work in a policy planning or strategic management environment-not necessarily in local government.	
Experience of working at a strategic level in highly sensitive environments to effectively develop complex partnerships to deliver outcomes	

Project or programme management experience
Leading project teams and /or matrix working
Qualifications
A first degree or professional qualification or demonstrable high level of intellectual and analytical skills and substantial experience in partnership working
Special Requirements

Date Created	December 2023	Date Reviewed	December 2023
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