

Job Description and Person Specification

Role: Programme Officer – Drugs and Alcohol



Job Description

Job Title	Programme Officer – Drugs and Alcohol
Grade	7
Service	Public Health
Reports to	Amander Allen
Location	Friargate
Job Evaluation Code	



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 support the Drug and Alcohol Programme Manager to deliver our Local Drug and Alcohol Strategy, in line with The National Drug and Alcohol Strategy 'From Harm to Hope 2021'

To improve population health outcomes by supporting with the development and delivery of evidence-based public health strategies, programs and workstreams to prevent and tackle drug & alcohol misuse across all ages and working with partners to help coordinate a systems response to reducing harm.

To support the development and delivery of new projects and initiatives that are focused on reducing drug & alcohol misuse in Coventry.

Main Duties & Key Accountabilities

Core Knowledge

- Identification of health and social care 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.
- Matrix working across the Council, embedding public health principles into areas such as housing and social care using effective communication and influencing skills.
- Supporting the commissioning of services to support the delivery of improvement in health objectives (service commissioned directly by public health or from other organisations, including the CCG & City Council).
- Providing regular reports and updates to relevant structures including the Health and Well- being Board, Scrutiny, Cabinet & Council.
- Any other duties in line with the grade of the post, as required.

Professional Responsibilities

- Receive professional management and support from a relevant professional/Programme Manager.
- Undertaking professional development activities, including in-house 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 development 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.

Key relationships

External	Internal
<p>The post holder will be required to work in partnership with a number of statutory, community and voluntary organisations across the Drugs and Alcohol Partnership.</p> <p>This team work closely with Coventry's commissioned drug and alcohol services (Change Grow Live).</p>	<p>The post holder will be required to work in partnership with people from a number of different departments within Coventry City Council.</p>

Standard information

This is a fixed term contract to March 2025, continuation of the post beyond this date will be reviewed based on national drug and alcohol strategy funding.

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	
<ul style="list-style-type: none"> Knowledge and understanding of public health and approaches' to improving public health, especially the wider determinates of health 	
<ul style="list-style-type: none"> Knowledge of Drug and Alcohol Support Services and Interventions to tackle problematic drug and alcohol use 	
<ul style="list-style-type: none"> Knowledge of the National Drug and Alcohol Strategy and the key Outcome areas 	
<ul style="list-style-type: none"> Basic knowledge of research methodologies and data analysis 	
<ul style="list-style-type: none"> Awareness of service redesign approaches 	
Skills and Abilities	
<ul style="list-style-type: none"> Excellent numeracy skills 	
<ul style="list-style-type: none"> The ability to write clearly and communicate complex data to different audiences 	
<ul style="list-style-type: none"> Presentation skills 	
<ul style="list-style-type: none"> Excellent IT skills 	
<ul style="list-style-type: none"> Highly self-motivated 	
<ul style="list-style-type: none"> Able to motivate others 	
<ul style="list-style-type: none"> Excellent team working skills 	
<ul style="list-style-type: none"> Basic research skills 	
Experience	
<ul style="list-style-type: none"> Analysing data and handling datasets 	
<ul style="list-style-type: none"> Writing reports for different audiences 	
<ul style="list-style-type: none"> Basic project or programme management experience 	
<ul style="list-style-type: none"> Prioritising work, managing time and working under pressure to deliver to deadlines 	
<ul style="list-style-type: none"> Undertaking needs assessment and programme evaluation 	

<ul style="list-style-type: none"> • Developing relationships across local communities 	
<ul style="list-style-type: none"> • Working with multiple organisations 	
<ul style="list-style-type: none"> • Working in project teams 	
Education	
<ul style="list-style-type: none"> • Health/social care related degree or equivalent experience 	
<ul style="list-style-type: none"> • Commitment to continuous professional development 	
Special Requirements	
<ul style="list-style-type: none"> • Flexibility on working location. This will include being colocated with other directorate or partner organisation and working from home, depending on needs of specific projects 	

Date Created	04/08/2023	Date Reviewed	
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