

Job Description and Person Specification



Job Description

Job Title	Programme Manager – Tobacco Control
Grade	9
Service	Public Health, Insight and Migration
Reports to	Consultant in Public Health
Location	One Friargate and Home working
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 / Output

2 year fixed term contract. September 2024 – August 2026

To improve population health outcomes by leading on the development and delivery of evidence-based public health strategies, programmes and projects to tackle smoking rates, deliver tobacco prevention campaigns, increase awareness around the use of e-cigarettes and support wider tobacco enforcement activities.

To deliver the Smokefree Generation 2030 ambition through the funding allocated to Coventry City Council, and lead wider tobacco control work with partners across Coventry and Warwickshire. This will include developing campaigns and initiatives to drive referrals into Stop Smoking services, engagement with key partners across the system to shape approach to tackling smoking prevalence, work with NHS system stakeholders including hospital trusts, primary care and pharmacy to support tobacco control messaging, commissioning and contract management of smoking related programmes and projects.

Main Duties & Key Accountabilities

Policy development, planning, commissioning and programme implementation

- Oversee the development, delivery and programme management of multiple tobacco control related public health programmes and projects identified in the JSNA/ Health and Well-being Strategy, national public health policy (including the Public Health Outcomes Framework) and where appropriate, government funded projects.
- Identification and analysis of health needs in key population groups and health outcomes, using appropriate analytic techniques, working with research evidence, multiple qualitative and quantitative data sources and national and local databases (including primary care datasets).
- Development of evidence-based strategies to reduce smoking prevalence, including supporting service or pathway redesign of new or existing commissioned services, and building consensus for the delivery of these strategies with a range of local partners.
- Lead on & oversee the implementation of these strategies by leading bespoke project team(s) from across the Council and other organisations as appropriate.
- Using negotiation and influencing skills, work with partner organisations to achieve their delivery of elements of programmes for which they have direct responsibility.
- Evaluate the impact of programmes, projects & service redesign and ensure that any relevant learning is incorporated into future programme delivery.
- Lead on the dissemination of learning from programmes and projects at local, regional and national level.

- Provide advice and guidance to support the commissioning of services that lead to the delivery of improvement in health outcomes (service commissioned directly by public health or from other organisations, including the Coventry and Warwickshire Integrated Care Board).
- To work within the City Council's commissioning and procurement processes, working closely with Procurement, legal and finance colleagues in, preparing or overseeing the production of relevant reports to ensure compliance with governance arrangements.
- Lead on the development of sub-regional working for relevant programme areas (across Coventry, Warwickshire and Solihull).

Communications & relationship management

- Write and present regular reports and updates, including complex data from multiple sources, to a variety of audiences including the Health and Well-being Board, Coventry and Warwickshire Integrated Care Board, Procurement board and locality boards, politicians and senior management and clinicians from partner organisations.
- Manage complex relationships across a wide range of organisations.
- Act as an exemplar for matrix working across the team, City Council and other partner organisations by leading complex project teams and through excellent external and internal communication.

Managerial Responsibilities

- Manage the recruitment and training of staff and provide day-to-day management of project team members.
- Managing a complex portfolio of projects, ensuring that these are adequately resourced and that workloads are appropriately prioritised.
- Ensure that effective governance structures are in place for all programmes and projects.
- Ensure that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Development and monitoring of appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan.

Financial Responsibilities

- Manage programme and project budgets in accordance with the processes and procedures of the organisation.
- Delegated budget holder for certain services within relevant financial limit.
- Identify and implement efficiency savings within programme areas as required.

Professional/Clinical Responsibilities

- Receive professional management and support from a relevant professional/ Consultant in Public Health.
- Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities.
- Provide support to staff training in public health.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- 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.

Key relationships

External Local Authorities Statutory Services Integrated Care Systems	Internal Public Health Insight Procurement Legal
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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

Job Evaluation Code	P1546D
Knowledge	
Understanding of local government and other partners role in improving health and addressing inequalities	
<ul style="list-style-type: none"> • Understanding of public health and approaches to improving public health, specifically relating to tobacco, smoking and vaping 	
<ul style="list-style-type: none"> • The role of NHS and voluntary sector in providing public health services 	
<ul style="list-style-type: none"> • Commissioning, procurement and market management and the factors influencing stakeholders as they develop and deliver services 	
<ul style="list-style-type: none"> • Understanding of the key needs and issues of Coventry citizens with reference to inequalities and our diverse population 	
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to lead and motivate own team and others. 	
<ul style="list-style-type: none"> • Ability to manage multiple work programmes. 	
<ul style="list-style-type: none"> • Ability to work to high degree of authority. 	
<ul style="list-style-type: none"> • Ability to influence others outside of direct sphere of influence. 	
<ul style="list-style-type: none"> • Excellent analytical skills including high level of numeracy and excellent written skills. 	
<ul style="list-style-type: none"> • Able to handle and negotiate conflict effectively and understand different perspectives. 	
<ul style="list-style-type: none"> • Resilient and able to deal with uncertainty. 	
<ul style="list-style-type: none"> • Excellent communication skills and the ability to present complex data in a compelling and accessible way to a variety of audiences. 	
<ul style="list-style-type: none"> • Able to advocate for change. 	
<ul style="list-style-type: none"> • Persuasive and able to negotiate at senior level with different organisations. 	
<ul style="list-style-type: none"> • Able to ensure that the views and needs of citizens, their carers and families are central to commissioning. 	
<ul style="list-style-type: none"> • Highly developed skills in the assessment and management of risk. 	
<ul style="list-style-type: none"> • Able to set service standards, identify key indicators of performance, and have a commitment to the provision of high quality services. 	
<ul style="list-style-type: none"> • Ability to influence service developments in areas for which the post holder has no direct management accountability. 	

- Ability to work with external colleagues to jointly commission for a diverse market.

Experience

- Demonstrable experience improving health and well-being outcomes.
- Minimum of 3 years' experience within the NHS, public sector in a public health, health or other similar role.
- Experience of project and process management methodologies.
- Ability to work at a senior level with demonstrable experience of working with GP's and other clinicians and senior managers in a range of organisations.
- Ability to demonstrate experience of management and implementation of multiple, complex projects working with several different agencies.
- Line Management experience.
- Demonstrable experience in the use and interpretation of multiple data sources.
- Experience in improvement methodologies.
- Experience managing complex project teams.
- Previous experience working in a political environment/working with politicians.
- Experience of matrix-working across team or organisational boundaries.
- Experience of commissioning services or programmes.
- Managing commissioning processes and staff.
- Working with the independent sector and other statutory agencies.
- Developing service strategies to cover multi-agency services.
- Financial and service planning across Health and Social Care.

Qualifications

- Educated to a masters level in Public Health or an appropriate discipline, or equivalent experience
- Willingness to work towards a Public Health or related qualification.
- Trained in programme or project management methodologies.

Special Requirements

• Flexibility on working location. This will include being co-located with other directorate or partner organisation and working from home, depending on needs of specific projects

Date Created	30.05.2024	Date Reviewed	
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