

## Job Description and Person Specification

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

Job Purpose
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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:

- Support the development, delivery and project management of the Marmot city work to reduce health inequalities.
- Support the function of the Marmot Partnership as a place to nurture a collective approach to reducing inequalities and a place where good practice is shared and celebrated.
- Work with the Regeneration and Economic Development Directorate and the Strategic Planning and Performance Directorate supporting the Businesses committed to a fairer Coventry toolkit advocating fair working practices that support employee health and wellbeing.
- Support the Programme Manager in opportunities to work with services that focus on the wider determinants of health like education and skills, economy and regeneration and housing to reducing health inequalities.
- Support the Head of Coventry's HDRC in the overall delivery of the programme's activities and functions.
- Ensure effective programme management systems are in place to support the delivery of Coventry HDRC and ensure programme objectives are met.
- Work across the council and other organisations to support the delivery of the HDRC objectives, including refinement of Areas of Research Interest.
- Provide support to the Head of Coventry HDRC to develop and monitor appropriate performance indicators and outcome measures relevant to the HDRC's activities.

<b>Key Responsibilities and Accountabilities</b>
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.

<b>Key Relationships</b>
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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</p> <p>Planning</p> <p>Regulatory Services</p> <p>Climate Change and Sustainability</p>
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<b>Standard Information</b>
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• Carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</li> <li>• Attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• Any other duties and responsibilities within the range of the salary grade.</li> </ul>

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

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

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