



Coventry City Council

Job Description

Job Title:	Programme Officer – Inequalities	Job Number:	P1569D
		Post Number:	1022590
Service:	Public Health	Grade:	7
Location:	Friargate 1		

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.

Job Purpose: To improve population health & well-being outcomes by supporting the development and delivery of evidence-based public health programmes & projects, working across both directorates and with external partners. The Programme Officer will principally support the following area:

- **Health in the built environment:** improving population health by working across the breadth of the Place Directorate and specifically with the planning, transport, and licensing functions to support health focused decision making and outcomes relating to the built environment and policy. The Programme Officer will maximize opportunities to reduce health inequalities through supporting the development of key planning, transport and licensing documents and policies, working with planners to support the determination of applications that have an impact on health, supporting the development of health impact assessments, supporting the Director of Public Health through ensuring that health and wellbeing are considered in alcohol licensing decision making, facilitating access to public health information, data and evidence across the place directorate and supporting the delivery of health and wellbeing priorities within the One Coventry Plan.

Main Duties and Responsibilities:

- Support the Programme Manager in the overall delivery of public health programmes and projects based on identified priority area within Directorate Business Plans, Health and Well-being Strategy and our One Coventry Plan.
- 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.
- Supporting and contributing to matrix working across the directorates through building relationships and communicating effectively.
- Working across the council and other organisations to support the delivery of public health objectives.
- Contribute relevant advice and support into the commissioning of those services commissioned directly by public health or by partner organisations.
- Providing regular reports and updates within relevant structures and boards including the Health and Well-being Board and Scrutiny.
- Any other duties in line with the grade of the post, as required.

Professional/Clinical Responsibilities

- Receive professional management and support from a relevant professional/ Programme Manager.
- Undertake 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.

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 Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Programme Manager – Inequalities

Date Reviewed: August 2022



Coventry City Council

Person Specification

Job Title:	Programme Officer – Inequalities	Job Number:	P1569D
		Post Number:	1022590
Service:	Public Health	Grade:	7
Location:	Friargate 1		

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none"> • Knowledge and understanding of public health and approaches to improving public health, including a clear understanding of the wider / social determinants of health
	<ul style="list-style-type: none"> • Knowledge of licensing, planning and transport policy and legislation and the evidence base in relation to the impact on health
	<ul style="list-style-type: none"> • Knowledge of system-wide 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 and able to motivate others
	<ul style="list-style-type: none"> • Ability to develop effective relationships
	<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 and change management experience
	<ul style="list-style-type: none"> • Implementing policy into action

	<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 and partners
	<ul style="list-style-type: none"> • Working with multiple partners internally and externally
	<ul style="list-style-type: none"> • Working in project teams

Educational:	<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"> • Ability to be co-located with other directorates or partner organisations, depending on needs of specific projects
------------------------------	--