

Job Description

Job Title:	Programme Officer - Inequalities	Job Number: L3473D
Service:	Public Health	Grade: 7
Location:	One Friargate, working across Coventry and Warwickshire and working from home	

This is a fixed term 12-month contract based at Coventry City Council, working across Coventry and Warwickshire, funded by NHS England.

Job Purpose:

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 area:

Sexual Assault and Abuse:

Published April 2018, the national Strategic Direction for Sexual Assault and Abuse Services (SAAS) provides a shared vision and focus for improvement. It outlines how services need to evolve to ensure that as much as possible can be done to safeguard individuals and to support them at times of crisis and in particular at the point of disclosure. The Strategy was developed by a strategic partnership across government departments which recognise the complexity of the commissioning system.

The Strategy considers how pathways of care need to change by 2023 to ensure those who have experienced sexual assault or abuse have appropriate and timely access to services over a lifetime. It also recognises the significant need to work across government departments and organisational interdependencies across the health and social care system

The first year of the strategy was to establish localised action plans to deliver against the six core priorities which are detailed with the strategy. This post is to continue to improve population health by co-ordinating and implementing both the Coventry and Warwickshire Sexual Assault and Abuse action plans. This work will include providing support to further build on the multiagency steering groups and support them to become self-sustainable in the future and to be the link person between the two steering groups and other key partnership groups across the two areas.

The Programme Officer will identify funding opportunities to drive forward appropriate actions within the action plans and support and lead projects and programmes as necessary. In addition, the Programme Officer will:

Main Duties and Responsibilities:

- Lead on the delivery of both action plans, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the project.
- Monitor, interpret and quality assure progress against project deliverables ensuring actions are completed to the identified timescales.
- Continue to engage and liaise with key stakeholders, responding to and resolving conflict when this arises through facilitation or other appropriate mechanisms.

- To support the delivery of day to day activities regarding the project
- Provide update reports to the local SARC (Sexual Assault Referral Centre) Partnership Boards (NHS England chaired)
- Attend SAAS events (national, regional and local), representing Coventry City Council, Warwickshire County Council, NHS England and its local partners. These events will be in Coventry, Warwickshire and further afield.
- 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 milestones/outcomes measures.
- Supporting the dissemination of learning from programmes and projects at local, regional and national level.
- Supporting and contributing to matrix working across Coventry and Warwickshire by communicating effectively with other members of the City Council, County Council and external partners.
- Working across the councils and other organisations to support the delivery of public health objectives.
- Providing regular reports and updates to and, attending as required, relevant meetings, including the Warwickshire Violence Against Women and Girls Board (VAWG), the Coventry Harm and Reduction Partnership Group, Scrutiny, Cabinet & Council in both Coventry City Council and Warwickshire County Council
- To operate in a highly political and sensitive environment
- Provide support to the Programme Manager to develop and monitor appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan.
- Any other duties and responsibilities in line with the salary grade of the post, as required.

Professional/Clinical 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.

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.

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.
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- 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 and Warwickshire County 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.

Responsible for: - No line management responsibility

Responsible to: Programme Manager

Date Reviewed: June 2020

Updated: June 2020

Person Specification

Job Title:	Programme Officer - Inequalities	Job Number:	L3473D
Directorate:	People	Post Number:	1035590
Service:	Public Health	Grade:	7
Location:	One Friargate, working across Coventry and Warwickshire and working from home		

Area	Description
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Knowledge:	• Knowledge and understanding of public health and approaches to improving public health
	• Basic knowledge of research methodologies and data analysis
	• Awareness of service redesign approaches
	• Knowledge of the Local Authority and NHS systems

Skills and Abilities:	• Excellent numeracy skills
	• The ability to write clearly and communicate complex data to different audiences
	• Presentation skills
	• Excellent IT skills
	• Highly self-motivated
	• Able to motivate others and manage conflict
	• Excellent team working skills
	• Basic research skills

Experience:	• Analysing data and handling datasets
	• Writing reports for different audiences
	• Basic project and change management experience
	• Prioritising work, managing time and working under pressure in a changing environment to deliver to deadlines
	• Undertaking needs assessment and programme evaluation
	• Developing relationships across local communities
	• Working with multiple organisations
	• Working in project teams
	• Implementing policy into action

Educational:	• Degree or equivalent experience
	• 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
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Date Reviewed: June 2020

Updated: June 2020