



Coventry City Council

## Job Description

<b>Job Title:</b>	Public Health Programme Officer – COVID Test and Trace	<b>Job Number:</b>	L3473D
		<b>Post Number:</b>	1036600
<b>Service:</b>	Public Health	<b>Grade:</b>	7
<b>Location:</b>	One Friargate		

### Job Purpose:

This post will principally support the Council's response to prevent and manage coronavirus (COVID) outbreaks by supporting the development and delivery of evidence-based strategies and interventions, working in cross-directorate / organisation project teams and with external local and regional partners.

This is a 12 fixed term post working across Coventry City Council and Coventry and Rugby CCG.

### Main duties and Responsibilities

- Support the Programme Manager (COVID Test and Trace) and Consultant in Public Health (Insight & Communities) in the overall delivery of Coventry's local Test and Trace programme.
- Provide advice and guidance to support the design and delivery of interventions services to prevent COVID transmission within and between settings and communities in Coventry.
- Work closely with and support the City Council's Test and Trace Environmental Health Team and Coventry and Rugby CCG's Infection Prevention and Control team to effectively prevent and manage outbreaks within communities and settings.
- Support the implementation, development and use of local Test and Trace protocols and operating procedures, including contact tracing and reporting protocols.
- Assist with the identification and analysis of needs in key population groups and health outcomes, using appropriate analytic techniques, working with research evidence, multiple qualitative and quantitative data sources (including intelligence gained from community engagement) and national and local databases (including primary care datasets).
- Support the work with national regulatory partners including the Health and Safety Executive and the Care Quality Commission to ensure a consistent and responsive approach to enforcement action against settings displaying unacceptable health safety and infection control practice.
- Work across the Coventry, Warwickshire and Solihull footprint to minimize the transmission of COVID and develop and support the arrangements for mutual aid between COVID response services across the sub-region.
- Support work with partner organisations including PHE and NHS organisations to achieve their delivery of elements of programmes for which they have direct responsibility.
- Evaluate the impact of interventions and service delivery using appropriate evaluation techniques.
- Monitoring programme performance against key indicators/outcome measures

- Support the dissemination of learning to ensure that any relevant learning is incorporated into future programme delivery.
- Support COVID campaign work.
- Provide regular reports and updates to relevant COVID partnership committees/groups including city wide IMT and members Test and Trace panel, the Health and Well-being Board, Health Protection Board, Scrutiny Committees and other structures established to provide governance to the sub-region's response to COVID.
- Any other duties in line with the grade of the post, as required.

### **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 develop 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.

### **Professional/Clinical Responsibilities**

- Receive professional management and support from a relevant professional/Programme Manager.
- Undertaking professional development activities, including in-house/external training, conferences and workshops and other agreed activities.

Any other duties and responsibilities within the range of the salary grade.

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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 – COVID Test and Trace

**Date Reviewed:**

**Updated:**



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## Person Specification

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<b>Location:</b>	Friargate		

Area	Description
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<b>Knowledge:</b>	• Knowledge and understanding of public health and approaches to improving and protecting public health, including the COVID-19 response
	• Basic knowledge of research methodologies and data analysis
	• Awareness of the commissioning cycle and service redesign approaches
	• Awareness of NHS structures and systems

<b>Skills and Abilities:</b>	• Excellent numeracy skills
	• The ability to write clearly and communicate complex data to different audiences
	• Presentation skills
	• Excellent IT skills, including Excel and other Microsoft Office packages
	• Highly self-motivated
	• Able to lead and motivate others
	• Excellent team working skills
	• Basic research skills

<b>Experience:</b>	• Analysing data and handling datasets
	• Writing reports for different audiences
	• Basic project or programme management experience
	• Prioritising work, managing time and working under pressure to deliver to deadlines
	• Undertaking needs assessment and programme evaluation
	• Developing relationships across local communities
	• Working with multiple organisations
	• Working in project teams

<b>Educational:</b>	• Health/social care related degree or equivalent experience
	• Commitment to continuous professional development



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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Ability to be colocated with other directorate or partner organisations, depending on needs of specific projects</li> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul> <p><b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b></p>
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**Date Reviewed:** 12/02/2021

**Updated:** 12/02/2021