Job Title:	Covid-19 Team Project Assistant	**Job Number:**	D2085D
Directorate:	One Coventry	**Post Number:**	1037252
Service:	Public Health, Insight and Migration	**Grade:**	5
Location:	Friargate		

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:

Under the direction of the Programme Manager (COVID-19 Test and Trace), this post will principally assist with the Council's response to prevent and manage coronavirus (COVID-19) outbreaks by providing internal support to the COVID-19 Test and Trace Team.

Main Duties and Responsibilities:

1. Support the Programme Co-ordinator, Programme Officer, Programme Manager (COVID-19 Test and Trace) and Consultant in Public Health (Insight & Communities) in the overall delivery of Coventry's local Test and Trace programme.

2. Assist and support the investigation and management of COVID-19 cases and incidents.

3. Offer support and advice to communities, public and businesses to stay safe and operate within public health advice and guidance

4. 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.

5. Support the implementation, development and use of local Test and Trace protocols and operating procedures, including COVID-19 incident investigation/management and reporting protocols.

6. Promote quality in the work including the implementation and review of quality systems, methods and working practices to ensure quality services.

7. Undertake administrative duties to support core processes and activities within the team, including the organisation and minute taking of meetings, inputting and managing information in databases and systems.

8. Investigate, alert and advise senior managers of areas of concern in a timely manner.

9. Where appropriate, represent and deputise for senior colleagues on specific issues.

10. 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.

Responsible for: TBC

Responsible to: Programme Delivery Manager

Date Reviewed: 21/09/2021

Updated: 21/09/2021

Job Title:	Covid-19 Team Project Assistant	**Job Number:**	D2085D
Directorate:	One Coventry	**Post Number:**	1037252
Service:	Public Health, Insight and Migration	**Grade:**	5
Location:	Friargate		

Area	Description

Knowledge:	• Understand the principles of good practice in Project Management, Techniques and Systems.
	• A good understanding and knowledge of ICT packages to produce high quality documents including reports, and presentations.
	• Equal opportunities including issues relating to disadvantaged communities or areas as part of the scope of the Project.

Skills and Abilities:	• Organisational skills, e.g. time management, managing priorities and meeting deadlines.
	• Excellent written and verbal communication skills including report writing.
	• Interpersonal and negotiating skills to develop effective working relationships with communities and partner organisations.
	• Networking skills, fostering inter-agency work and working across organisational barriers.
	• Able to operate as a project manager/officer – planning, developing and implementing pieces of work to fixed timescales.
	• Numeracy skills.
	• Well-developed information technology and communication skills.
	• Accuracy and attention to detail.
	• Able to work on own initiative, contribute to teamwork and demonstrate flexibility in working as part of a team.

Experience:	• Work with policy development, projects or programmes to support and deliver projects.

	• Participation in working groups, particularly with other partners and community representatives.

Educational:	• Experience relevant to the key tasks of the post.

Special Requirements:	

Date Reviewed: 21/09/2021

Updated: 21/09/2021

Coventry City Council