

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

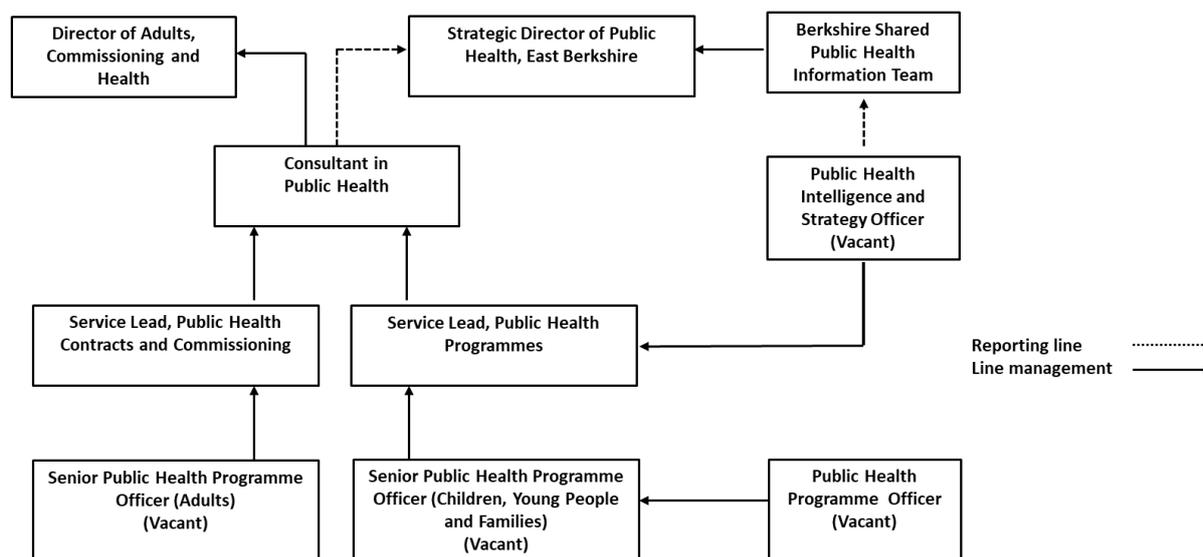
Job Title: Senior Public Health Programme Officer (Adults)	Job number: WM0473
Service Area: Adults, Health and Commissioning	Team: Public Health

JOB PURPOSE

To work with colleagues within public health, the wider local authority and external stakeholders, to contribute to improving the health and wellbeing of residents in the Royal Borough of Windsor and Maidenhead as part of our “living well” and “ageing well” public health work programmes.

POSITION WITHIN SERVICE STRUCTURE

Public Health Team – Royal Borough of Windsor and Maidenhead



JOB ACCOUNTABILITIES

Purpose including main duties and responsibilities:

As a senior public health programme officer, you will contribute to work on a broad range of public health programmes to improve the health and wellbeing of adult residents in the Royal Borough of Windsor and Maidenhead. This role has a particular focus on adult health improvement (physical activity, diet, alcohol and smoking) and adults with complex lives. You will work to understand the local picture, and design and deliver evidence-based work programmes, taking a lead role where appropriate. You will provide specialist advice, leadership and influence to inform work across the wider council as well as with external stakeholders (including health and social care colleagues). The postholder work across all three domains of public health (health improvement, health protection and healthcare public health) and contribute to commissioning services.

Service delivery accountabilities

1. Lead on the production of specific health needs assessments and summarise existing evidence to make recommendations.
2. Use recommendations from health needs assessments and other sources to develop, in collaboration with service leads, the public health work programmes.
3. Implement, in collaboration with service leads, public health work programmes, where appropriate leading on the delivery of specialist public health programmes.
4. Implement monitoring and evaluation mechanisms to assess the impact of public health programmes to make recommendations to inform future commissioning decisions.
5. Identify and implement interventions which are proportionate to need and tackle identified health inequalities.
6. Facilitate and/or lead multi-agency public health group work. The postholder will also be expected to chair multi-agency meetings and forums involving organisations and service users with a view to providing specialist advice, leadership and influence.
7. Disseminate good practice through professional networks.
8. Facilitate "health in all policies" across the council in order to optimise the health and wellbeing of residents and reduce inequalities.
9. Develop and deliver training to a range of staff and community groups.
10. Provide commissioning support through developing an evidence base around "what-works", provision of advice on specialist areas of public health, and administrative support.
11. Carry out any other duties that are within the remit of the role's responsibility that may be deemed necessary by management.

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

12. Corporate management
13. Information governance compliance
14. Whistleblowing
15. General Safeguarding Statement
16. Project and work management
17. Working in a team
18. Risk management including Health & Safety
19. Business continuity
20. Equality of Opportunity
21. CREATE- our corporate behaviours
22. Budget management
23. Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<ul style="list-style-type: none"> • A relevant degree, or professional qualification, or demonstration of evidence of working to this level • Theoretical knowledge of the development and delivery of health improvement initiatives / projects. • Working independently and flexibly in partnerships across a range of seniority levels • Experience evaluating public health initiatives and programmes. 	<ul style="list-style-type: none"> • Postgraduate degree in a relevant subject • Budget management skills • Experience organising and providing training programmes • Working with elective members of local government • Proven experience in the development and delivery of health improvement initiatives / projects 	<ul style="list-style-type: none"> • Application • Interview/ assessment process • References
Job Competence summary (knowledge, skills, abilities, experience)	<p>Practical skills</p> <ul style="list-style-type: none"> • Knowledge of the public health/health improvement agenda and wider determinants of health • Application of evidence-based public health • Knowledge of the main terms and concepts used in epidemiology • Ability to appraise published evidence and identify implications for own area of work • Ability to analyse and interpretation of health data & information • Good presentation skills • Critical Appraisal skills <p>Communication</p> <ul style="list-style-type: none"> • Ability to communicate effectively with a range of different people using different methods <p>Personal qualities</p> <ul style="list-style-type: none"> • Excellent interpersonal & organisational skills as well as good negotiation and facilitation skills • Shows drive and initiative • Ability to work under pressure and to juggle conflicting demands 	<ul style="list-style-type: none"> • Participating in a social marketing programme • Working with the media 	<ul style="list-style-type: none"> • Application • Interview assessment process • References

	<ul style="list-style-type: none"> • Commitment to continued professional development 		
<p>Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)</p>	<ul style="list-style-type: none"> • Commitment to the Royal Borough of Windsor and Maidenhead • Customer Service Standards • Committed to equality • Sensitivity to the political implications of professional decisions • Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> • Knowledge of key equality legislation • Recent attendance at diversity training 	<ul style="list-style-type: none"> • Application • Interview
<p>Politically restricted post</p> <p>No</p>			
<p>This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the council's English language fluency standard applies.</p>	<p>The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.</p>		<p>The competent answering of interview questions in English.</p>