

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Job Accountabilities

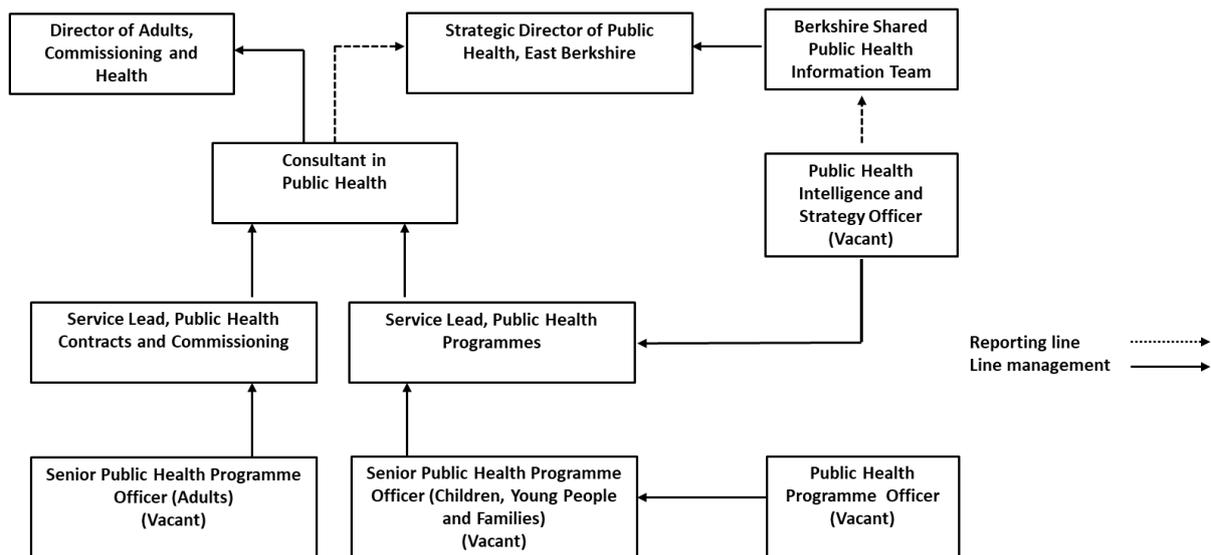
Job Title: Public Health Programme Officer	Job number: WM0472
Service Area: Adults, Health and Commissioning	Team: Public Health

JOB PURPOSE

The Public Health Programme Officer will work alongside members of the Public Health Team. Your key role is to provide support for the development, implementation and co-ordination of public health programmes to improve the health and wellbeing of residents based on need. Part of this work will involve providing support to commissioners to help performance manage services against agreed specifications. You will achieve success in these roles by forming close partnerships with both internal and external agencies across a variety of sectors.

POSITION WITHIN SERVICE STRUCTURE

Public Health Team – Royal Borough of Windsor and Maidenhead



JOB ACCOUNTABILITIES

Purpose including main duties and responsibilities:

As a public health programme officer, you will contribute to work on a broad range of public health programmes to improve the health and wellbeing of residents in the Royal Borough of Windsor and Maidenhead. You will work with support from other public health team members, to pull together evidence and use this to make recommendations about how we provide future services. You will support the public health team in the development, implementation, co-ordination, and monitoring of services. You will work across a range of internal and external agencies to develop a “health in all policies” approach and support the delivery of public health messages through a range of communication and engagement routes. The postholder will gain experience of work across all areas of public health.

The post is based within the Royal Borough of Windsor and Maidenhead Public Health Team but will require working in close collaboration with other RBWM Council Officers, the Berkshire Shared Public Health Information Team as well as stakeholders across RBWM and East Berkshire.

Service delivery accountabilities

1. To be accountable to the Senior Public Health Programme Officer for the development, delivery and project management of delegated public health programmes and projects to improve the health outcomes for the local community.
2. To identify and analyse health needs, using intelligence from local communities and service users, research evidence and national and local databases; thereby contributing to the Joint Strategic Needs Assessment.
3. Under the management of the Senior Public Health Programme Officer, ensure that the portfolio of projects are driven by a detailed understanding of community needs and assets and are driven by local level intelligence, working with colleagues and partners within and across local authorities as required.
4. In collaboration with the Senior Public Health Programme Officer support the development of evidence-based strategies and action plans to meet local health needs.
5. Support the delivery of health and wellbeing objectives that relate to specific topic areas by contributing to the development of cross-council, inter-authority and multi-agency working.
6. Evaluate the impact of projects and ensure that any relevant learning is incorporated into future programme/project delivery. This will include work to help performance manage and benchmark commissioned services against agreed specifications, standards and key targets.
7. In collaboration with the Senior Public Health Programme Officer commission/de-commission services to support the delivery of improvement in health outcomes – supporting with health equity or equality impact assessments, creating cost benefit analysis, business cases and service specifications to agreed deadlines.
8. Ensure that effective systems for project management are in place to support the delivery of programmes/projects and ensure objectives and milestones are met. This will require developing and monitoring of appropriate performance indicators and outcome measures.
9. Undertake or contribute to research and development activities.
10. Help prepare regular reports and updates, to a variety of audiences including the Health and Wellbeing Board, community meetings, politicians and senior management and clinicians from partner organizations.
11. Actively promote local, regional and national campaigns.
12. Contribute to the management of health protection, incident/outbreak management within the Borough as required.
13. Interpret legislative information and be actively involved with the drafting, revision and updating of departmental service plans, policies, protocols and procedures as required.
14. Undertake professional development activities, including in-house training, conferences and workshops and other agreed activities.
15. 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:

16. Corporate management
17. Information governance compliance
18. Whistleblowing
19. General Safeguarding Statement
20. Project and work management
21. Working in a team
22. Risk management including Health & Safety

- 23. Business continuity
- 24. Equality of Opportunity
- 25. CREATE- our corporate behaviours
- 26. Budget management
- 27. 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	<p>A relevant degree, or professional qualification, or demonstration of evidence of working to this level</p> <p>Evidence of continuous personal and/or professional development</p>	A post-graduate Public Health qualification such as a Master's in Public Health or Public Health practitioner status	Application / Interview/ Assessment process/ References
Job Competence summary (knowledge, skills, abilities, experience)	<p>Excellent written and verbal communication skills, including presentations, with an ability to vary style to meet the needs of the audience</p> <p>Highly effective report writing skills, able to make recommendations for decision making</p> <p>Experience of analysing data and handling datasets</p> <p>Competent in use of IT and in particular of Microsoft suite of products – Word, Excel, PowerPoint, Outlook</p> <p>Knowledge and understanding of social media</p> <p>Broad understanding of the local government, structure and functions</p> <p>Basic project or programme management skills</p> <p>Ability to negotiate, persuade and influence at all levels, including senior managers and partners</p> <p>Ability to understand political and organisational sensitivities and tailor</p>	<p>Experience of working in local government, health services or other Public Health settings.</p> <p>Critical appraisal skills</p> <p>Economic analysis skills</p> <p>Detailed knowledge of population health and its inter-relationship with other factors</p> <p>Detailed knowledge of health services and how they are organised</p> <p>Experience of commissioning and contracting public health and local authority services</p> <p>Experience in the development, delivery and evaluation of health improvement initiatives / projects</p> <p>Previous project management experience</p> <p>Experience of implementing policy into local action</p> <p>Experience of developing relationships across local communities</p> <p>Experience of working in a matrix management</p>	Application/ Interview/ Assessment process / References

	<p>approach accordingly</p> <p>Working in project teams and delivering successful outcomes</p> <p>Capacity to absorb complex information quickly and liaise effectively</p> <p>Show drive and initiative</p> <p>Experience in working under pressure and to juggle conflicting demands</p> <p>Excellent team working skills</p>	<p>environment, where cross-team and cross organisation working are essential.</p> <p>Able to motivate others</p>	
<p>Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)</p>	<p>Commitment to the Royal Borough of Windsor and Maidenhead</p> <p>Customer Service Standards</p> <p>Committed to equality</p> <p>Sensitivity to the political implications of professional decisions</p> <p>Able to carry out the duties of the post with reasonable adjustments where necessary</p>	<p>Knowledge of key equality legislation</p> <p>Recent attendance at diversity training</p>	<p>Application / Interview</p>
<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>