

# ROCHDALE BOROUGH COUNCIL

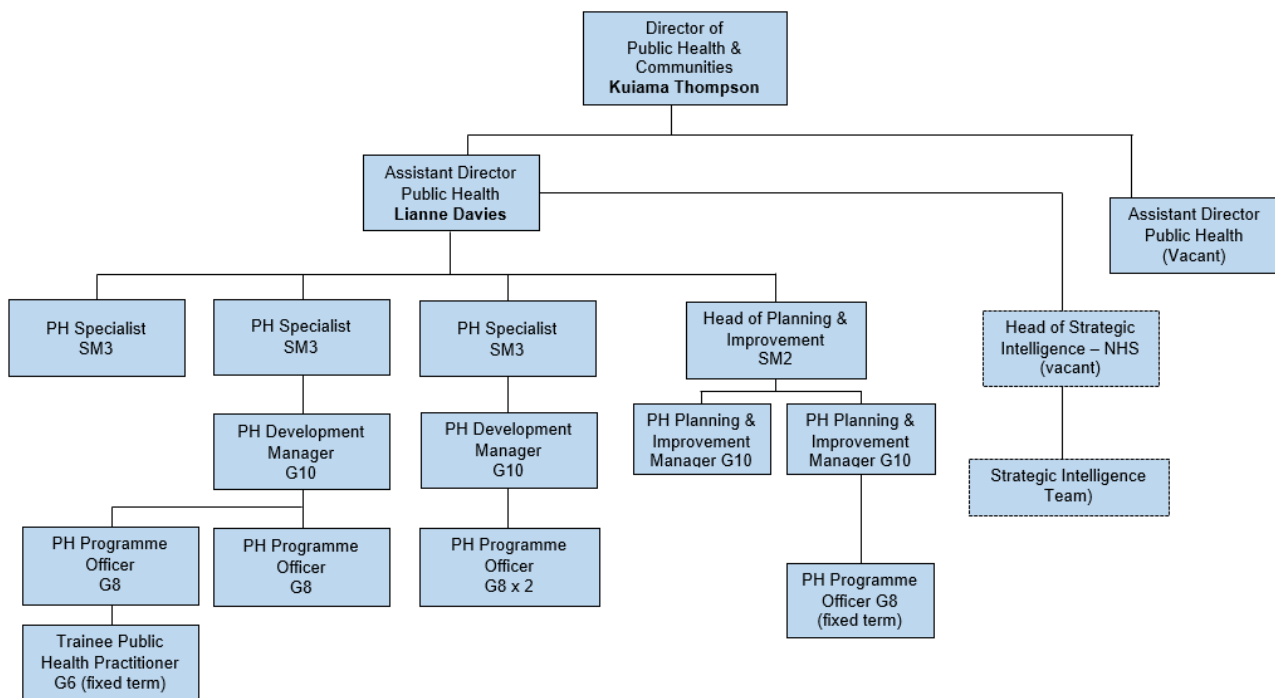
## JOB DESCRIPTION

<b>Title</b>	<b>Public Health Programme Officer</b>
<b>Location</b>	Number One Riverside, Rochdale
<b>Grade</b>	Grade 8
<b>Accountable to</b>	Assistant Director in Public Health
<b>Responsible to</b>	Public Health Specialist/Public Health Development Manager
<b>Hours of Duty</b>	37 Hours per week in accordance with the Authority's scheme of flexible working

**Any Special Conditions of Service**

- The authority operates a smoke free policy for all employees and applies to any buildings and associated grounds.
- Attendance at meetings conferences or other events out of hours which will be compensated in accordance with Local Conditions of Service.
- Requirement to travel within and outside the Borough for which a casual car allowance is payable.
- The Council is committed to safeguarding and promoting the wellbeing of vulnerable adults. It expects all staff to share this commitment.

**Organisational Chart**



**Purpose and Key Objectives of the Job**

1. To deliver programmes of change in relation to key public health priorities.
2. To co-ordinate the delivery of projects and programmes.
3. To support the development of and then implement plans of work in support of reducing health inequalities and improving health and related outcomes.
4. To support the completion of health needs assessment, health equity audit, evaluative methodologies and other public health tools in support of commissioning and delivery of services in Rochdale.
5. To monitor and support programme delivery through commissioned (and where appropriate non-commissioned) activity and other local organisations, in particular by supporting services to engage and empower local residents to improve their social, economic, environmental and physical wellbeing.
6. To mobilise delivery partners from across all sectors and forge effective working relationships that will enable resources to be managed productively.
7. To inspire enthusiasm and innovation for the aims of key programme, and act as an ambassador for programmes locally, regionally and nationally where appropriate.

### **Control of Resources**

1. Personnel: The post holder will be responsible for motivating and supporting a range of other staff for whom they do not have direct control. Thus a high level of skill in influencing others is required.
2. Financial: The post holder will have a key role in supporting the commissioning of a range of services in support of the Public Health and Wellbeing team. The post holder will be responsible for working in accordance with the financial regulations and procedures.
3. Equipment: To be responsible for the safe use and maintenance of all materials and equipment allocated to the post holder or used by staff allocated to the post holder.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the health and safety policies of the Council

### **Equality and Diversity**

To work in accordance with policy relating to the promotion of Equality and Diversity

### **Training and Development**

Responsible for assisting in the identification and undertaking of his/her own training and development requirements as per the councils Performance Management Framework

### **Relationships (internal and external) not exclusive**

- Management and staff within Public Health
- Management and staff of other Services across Rochdale Borough Council, e.g. Procurement, Infection Prevention & Control Team and Public Protection
- GM HMR Integrated Care Board (ICB) colleagues
- Staff in other Local Authorities
- Cabinet members
- Voluntary and third Sector Partners
- Other key stakeholders

### **Responsibilities**

The post holder must:

- Perform their duties in accordance with Rochdale Borough Councils Equality & Diversity Policy
- Ensure Rochdale Borough Councils commitment to public service orientation & customer care
- Ensure that the values and behaviours of Rochdale Borough Council are adhered to (see person specification).

### Principal/Specialist Duties

1. Support strategy development and implementation plan development for public health priority work streams including bringing together partners, ensuring full engagement from and with partners to drive forward improvements in health and wellbeing in Rochdale Borough Council
2. Maintain partnership arrangements in support of the delivery of strategic plans.
3. To support the analysis and interpretation of a wide range of evidence and data in order to develop a compelling case for intervention and support and complete needs assessment.
4. To support the development of business plans and proposals relating to programme development and delivery.
5. To gather the views of stakeholders (including residents) in relation to service planning.
6. To support the development and delivery of public health programmes.
7. To support commissioning that delivers the objectives of the public health programmes.
8. To play a key role in supporting programme delivery boards.
9. To work with partners across Greater Manchester to share learning and identify opportunities for working together.
10. To establish and maintain a strong network of contacts from across all sectors and maximise opportunities to join existing networks related to public health programmes, and/or the development of social enterprises.
11. To establish and manage effective communications and marketing plans in relation to key programmes of work
12. To ensure lessons learnt are shared, communicated and applied to future working practice.
13. To identify opportunities to share the learning gained at local regional and national events

### Secondary Duties

1. To adopt a 'self-starter' approach to identifying day to day work priorities, with the agreement of the appropriate line manager and work flexibly.
2. To proactively seek out the advice and guidance of others at all levels, including relevant directors, members and other appropriate individuals from external organisations, including where appropriate, negotiating with individuals to effect the aims of the programme
3. The post holder will ensure compliance with relevant corporate governance procedures and establish and maintain strong partnerships with other teams across the Council and GM Integrated Care partners. They will maximise the benefits of working within a politically led organisation and with NHS partners.

**Job Description Prepared by:** Andrea Fallon **Date:** February 2016

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Service Director:** Kuiama Thompson **Date:** September 2022

## Person Specification

<b>Service</b>	Public Health	<b>Post</b>	Public Health Programme Officer
<b>Section</b>	Public Health Specialist Team	<b>Post Number</b>	
<b>Job Ref</b>		<b>Grade</b>	Grade 8

### Note to applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* or a *Desirable Criteria*, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

Criteria	Essential (E)/ Desirable (D)	Method of Assessment*
<b>Qualifications</b>		
Educated to degree level or equivalent skills and knowledge	E	A/C
Post graduate qualification in public health/public health intelligence or related area or working towards such	D	A/I
<b>Experience</b>		
Understanding of key functions with health, social care and other agencies	E	A/I
Experienced in effectively communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships	E	A/I
Experience of successfully managing resources, including experience of managing budgets to achieve value for money, and influencing investment from other stakeholders	D	A/I
Experience of working in areas of social and economic deprivation and/ or with ethnic minority communities	E	A/I
Demonstrable experience of working autonomously with minimum supervision, using a high level of own initiative and discretion	E	A/I
Extensive experience of managing competing priorities effectively and responding to deadlines at short notice	E	A/I
Experience of working with a wide range of stakeholders including those from the public and voluntary sectors	E	A/I
Experience of leading the implementation of Public Health programmes in the Public Health sector and across partners.	D	A/I
Experience of project management	E	A/I
<b>Skills and Knowledge</b>		
Strong presentation and communication skills, and the ability to deploy these skills to a range of audiences	E	A/I
Effective interpersonal skills, and the ability to apply these effectively in forging strong working relationships with a range of diverse partners	E	A/I

Ability to operate effectively within the governance arrangements, political context, and financial constraints of a large public-sector organisation	E	A/I
Demonstrates the ability to inspire, motivate and engage others	E	A/I
Ability to rapidly assimilate and understand local issues	E	A/I
Good level of IT skills including proficiency in using Microsoft Word, Power point, Excel and internet.	E	A/I
Excellent communicator including excellent writing, report writing and presentation skills: capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences.	E	A/I
Problem solving skills and ability to provide fit for purpose solutions	E	A/I
Able to work under pressure, balancing a complex portfolio of work relating to a variety of topic areas	E	A/I
Excellent negotiating and influencing skills	E	A/I
High level of understanding of knowledge of project management techniques and their application	E	A/I
An understanding of the politically sensitive environment in which local authorities operate and an awareness of the role of locally elected politicians	E	A/I
<b>Values and Behaviours</b>		
Approach the job at all times using our values: <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversity of the Borough</li> <li>• Pioneering and open in our approach</li> </ul>	E	A/I
<b>Special Working Conditions</b>		
Able to work some evening and weekends if required	E	A/I
Able and willing to travel in the course of duties	E	A/I

**Please ensure that alongside your CV that you include a cover letter which demonstrates how you meet the criteria in the person specification.**

**\*Method of Assessment:**

**A=Application form, I=Interview, P= Presentation, C=Certificate**

*This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.*

*The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department of the Organisation.*