**Job Description and Person Specification Profile**

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| **Job Title Public**  | Public Health Programme Officer |
| **Job ID** | U05  |
| **Service** | Public Health |
| **Grade** | G |
| **Reporting to** | Public Health Strategic Lead |

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| **The Role** |
| Within the Tameside Corporate Plan 2024-27 is stated our long-term vision for Tameside to be a happy, healthy and ambitious place to live, where people live great lives in their neighbourhoods and communities. Our public service is responsive, person-centred and efficient, and works to support everyone’s access to good education, housing, work and income, green space, leisure facilities and culture.We are seeking an appropriately qualified public health professional with excellent problem solving, communication, and technical skills who has the energy and drive to make a major contribution to improving health and reducing inequalities in Tameside. The role requires a cross-council as well as multiagency partnership approach, and you will be expected to have strong relationship and partnership skills. The role will require excellent negotiation and motivation skills and the ability to communicate effectively within diverse settings. Tact, diplomacy and an ability to understand other cultures, advise, challenge and advocate to enable effective working across organisational boundaries and influencing without direct authority.**Main Duties and Responsibilities include:*** To provide information, guidance and advice to a range of stakeholders and colleagues.
* Deliver training across the system to upskill workforce within public, private and voluntary sectors
* Present information through events and meetings across various agendas and topics
* Develop and implement public health projects across TMBC, using project management methodologies
* To monitor and update work plans and action plans to demonstrate activity
* Produce reports on project activity and outcomes
* To ensure projects are initiated, developed and implemented within the given timescales
* To ensure an evidence-based approach is taken within activity where possible and evaluations are carried out
* To coordinate events, meetings and other engagement exercises
* To co-produce and co-develop activity and projects to support partners and services to support residents to improve health outcomes.
* To support the team in the coordination and development of effective policies and practices and compliance with legislations and guidance, to develop a public health approach
* To advocate and influence partners to algin to public health, community safety and health and wellbeing priorities.
* To develop and maintain positive working relationships and to ensure and advocate and ensure partnership working
* To collect, manage and analyse data to meet the needs of the programmes and projects they are responsible for
* To fully comply with GDPR, protect and safeguard the confidentiality of personal information at all times
* To develop resources and communications to support projects
* To support the administration and coordination of various partnerships across Public Health, including agenda, minutes and ongoing communication to partners.
* To act as advocates for a focus on improving the health of the local population and tackling inequalities within the commissioning function and with partners – especially in relation to specific areas of responsibility
* To operate as an active member of the team and to support senior members of the team when necessary
* To meet the needs of the Public Health Team and the organisation

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |

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| **About You** |
| **Your essential qualifications*** Educated at a degree level 6

**Your essential skills, knowledge and experience*** Previous experience in the NHS, local authority, voluntary or public sector
* Experience of working collaboratively with a range of professionals and partners
* Experience of developing projects from initiation, planning through to delivery in complex and challenging environments
* Experience of delivering public health projects across partner agencies at a locality level.
* Experience of making presentations to diverse audiences.
* Experience of planning and delivering training and communication programmes
* Capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences.
* Clear communicator with excellent writing, report writing and presentation skills.
* Experience of analysing and presenting soft information in an appropriately structured way.
* Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address issues.
* Problem solving skills and ability to respond to sudden unexpected demands.
* Attention to detail combined with the ability to extract key messages from complex information.
* Independent thinker with good judgement, problem solving and analytical skills.
* Takes decisions on difficult and contentious issues where there may be a number of courses of action.
* Working knowledge of Microsoft Office with intermediate keyboard skills/ ability to manipulate data/information.
* Effective organiser, influencer and networker.
* Values diversity and difference, operates with integrity and openness, in a politically sensitive environment.
* Adaptability, flexibility and ability to cope with uncertainty and change
* Professional calm and efficient manner.
* Demonstrates a strong desire to improve performance and make a difference by focusing on goals.
* Actively develops themselves and others.
* Will consider the most effective way to promote equality and to identify actions which support and promote this agenda.

**If you have the following experience or qualifications – then that’s great!*** Public health/health promotion related qualification
* Post graduate qualification in public health or related area or working towards one
* UKPHR Registered Public Health Practitioner
* Experience of working in partnership with the VCSFE sector
* Experience working in any of the following areas of public health:
	+ health protection
	+ sexual health
	+ substance misuse
	+ social prescribing
	+ children, young people & early years
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

