**Job Description and Person Specification Profile**

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| **Job Title** | Programme Manager (Greater Manchester Public Health Leadership Network) |
| **Job ID** | UH09 |
| **Service** | Public Health |
| **Grade** | J |
| **Reporting to** | Director of Public Health / NHS GM Population Health Team |

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| **The Role** |
| The Public Health Leadership Network across Greater Manchester works to support the wider public health functions across Greater Manchester. This links across the ten Directors of Public Health in GM and their teams, as well as the Population Health team within NHS GM. There are also important connections to other partners including UKHSA, OHID and NHS England. The network aims to harness the whole system by navigating and simplifying the system, making key connections, having influence, showcasing the locality perspective and embracing our different approaches via collaboration. The ambition of the network is to act as a singular voice, joining expertise and learning to improve health and wellbeing for GM residents, reduce health inequalities in all we do, address core and emerging public health priorities and provide collective leadership to ensure greatest impact. The network has set out a series of priorities including three key areas of focus (commercial determinants of health; fairer health for all; and housing & health). There are also a range of areas of interest and shared practice. This role will be part of a core team supporting the GM Public Health Leadership Network to further develop these areas of work and support the public health leadership across GM to drive forward on these agendas and make improvements.The role will have a particular focus on policy, strategy, programme and pathway development, across these priorities for the network. This is a role that will work in collaboration with several partners to achieve its objectives.We are seeking an appropriately qualified professional with excellent problem solving, communication, and technical skills who has the energy and drive to make a major contribution to achieving the shared goals across the GM Public Health Leadership Network. The role requires a multi-agency, system-wide 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 will also be important skills for the role.**Main Duties and Responsibilities include** (*based on current priorities and subject to change)***:*** Manage and develop policy, strategy and research work on behalf of Greater Manchester Public Health Leadership Network. This will include identifying and highlighting emerging areas of relevant policy for the GM Public Health Leadership Network.
* Directly support the work of senior leaders including Directors of Public Health and the leadership team within NHS GM Population Health, aligned to the priorities of the GM Public Health Leadership Network.
* Manage the business of relevant task & finish groups and communities of practice as required across the priorities of the network. This will include the coordination and monitoring of actions, as well as supporting delivery.
* Work closely with all stakeholders across the network to identify and share innovation and good practice.
* Assess future policy and legislative developments, providing advice on the implications for the GM Public Health Leadership Network including working through implementation arrangements.
* To influence change through communicating strategies, pathways, evaluations and reports to policy makers and partners
* To produce project plans for the implementation of all programmes and support delivery
* To ensure that projects are planned effectively and have all resources identified and success criteria
* Ensure projects delivered on time, and/or are monitored and reported, including management of any known risks to delivery
* To develop the systems and processes necessary to support the management of all programmes
* To produce reports as required to keep all partners and stakeholders informed of the progress of relevant work programmes – this may be in the form of written reports presented to the GM Public Health Leadership Network.
* Adhere to information governance and data protection guidelines

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. Please note that, while this is a Tameside MBC role and Tameside MBC will be your employer, day to day line management and reporting will sit with the Population Health team at NHS GM ICB and many day to day operations will fall in to this team. |

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| **About You** |
| **Your essential qualifications*** Educated to degree level 5 and above in a Health/Social Care related subject

**Your essential skills, knowledge and experience*** Working understanding of key functions within health, local authorities, social care and other agencies
* Experience of managing and leading partners and stakeholders
* Knowledge of current developments in the health sector
* Experience of implementing programmes in the wider public, health or VCFSE sector
* Experience of policy and strategy development and delivery
* Experience of delivering complex, multi-agency programmes of work
* Experience of project management
* Able to prepare and produce concise and insightful communications for dissemination to a broad range of stakeholders as required
* Able to make presentations to a wide variety of audiences, including senior leaders
* Clear communicator with excellent writing, report writing and presentation skills: capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences.
* Skilled in communicating complex matters and difficult situations, requiring persuasion and influence.
* Skilled in nurturing key relationships and maintaining networks.
* Problem solving skills and ability to provide fit for purpose solutions
* Attention to detail combined with the ability to extract key messages from complex information
* Working knowledge of Microsoft Office with intermediate keyboard skills/ ability to manipulate data/information
* Effective organizer, 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

**If you have the following experience or qualifications – then that’s great!*** Post graduate qualification in public health or related area or working towards one
* UKPHR Registered Public Health Practitioner or equivalent professional registration
* Experience of managing people
* Experience of working in a public health or wider health policy role
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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:

