

Public Health Manager (Mental Health)

Role Profile

Service: Public Health Directorate
Band: Band 9
Reporting to: Public Health Programme Manager
Responsible for: Commissioning Support Officer



TRAFFORD
COUNCIL

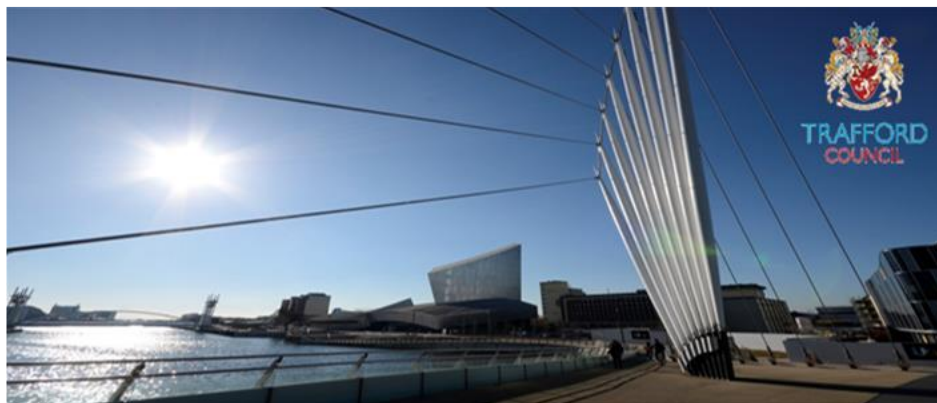
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

This role sits within the Public Health team at Trafford Council and its overall purpose is to:

- Provide support to the identification and achievement of Public Health priorities.
- Develop relationships with key partners, providers, and the public.
- Play a key role working with colleagues from other directorates and system level partners to embed a positive mental health and wellbeing agenda and reduce local mental health inequalities.

Your Main Priorities

Enable the delivery of strategic priorities by undertaking duties specified in this job description as allocated against one or more of the following workstreams:

- This post will have a particular focus on the delivery of mental health and wellbeing and suicide prevention priorities
- The post will have responsibilities for contributing towards strategy development and implementation to promote wellbeing, improve mental health and reduce mental health inequalities across our population; embedding mental wellbeing considerations within strategies across Trafford, suicide prevention and managing a system response to real time suicide notifications
- Development of other elements of public health as required.

Key duties

- Support the development of strategies to deliver the key priorities of the Health and Wellbeing Board and the Public Health team.

- Contribute to the development of a system-wide wellbeing strategy, ensuring it is linked to behaviour change and other relevant programmes.
- Plan and organise a broad range of complex tasks and activities requiring formulation and adjustment of plans, policies, pathways and strategies. This will include assessing population need and assets, identifying and addressing gaps or inequities in local provision, reviewing the evidence base for effective interventions and approaches and evaluating innovative local projects.
- Work autonomously to ensure effective and timely implementation of relevant programmes and projects.
- Hold the responsibility of expenditure of delegated budgets, including the commissioning of evidence-based programmes, projects and services.
- Line managing the allocated Commissioning Support Officer and be responsible for:
 - ensuring that systems for regular management supervision, appraisal and staff development are in place and consistently implemented to meet agreed objectives and outcomes
 - the implementation of the relevant policies on sickness absence, grievance and discipline and managing highly complex and sensitive issues concerning staffing issues, competency, discipline and grievance cases and being responsible for taking appropriate action
- Provide evidence for bids/grant applications and supporting analysis of the evidence - ensuring the health needs of the community are represented and advocated for, as well as maximising opportunities for improving mental health.
- Identify and support opportunities to embed wellbeing outcomes into economic, infrastructure and built environment initiatives and workstreams.
- Deliver Trafford's Suicide Prevention Action Plan.
- Develop positive working relationships with a wide range of system level partners including:
 - Public Health Consultant lead for mental health, and their team.
 - Other members of the wider public health workforce who work on improving health/health outcomes and wider determinants.
 - Key statutory organisations.
 - Third sector organisations, commercial organisations, and the voluntary sector.
- Work with communities and community hubs using an asset-based approach.
- Lead and support the maximisation of third sector organisations to tackle deep rooted social issues and inequalities.
- Develop expertise and share with partners and the rest of the public health team, including co-ordinating the delivery of relevant evidence-based training for colleagues and partners, and developing further training as required.
- Undertake any other duties allocated by the Public Health Programme Manager and Public Health Consultant.

About You

Qualifications and Professional Development

- Educated to degree level or equivalent, or demonstrable practitioner or equivalent managerial experience
- Professional management qualification to post graduate diploma level, professional qualification or equivalent experience
- Formal project management qualification or equivalent experience
- Evidence of continued professional, managerial and personal development

Experience and Knowledge

- Experience of working in local authority, NHS or other relevant organisation at supervisory or management level, and of influencing at a senior level
- Experience of working in Public Health
- Proven experience of partnership working to achieve positive outcomes for people, successfully developing and delivering wellbeing programmes
- Working knowledge and experience of using evidence-based approaches and evaluating projects
- Extensive knowledge of at least one of the following areas:
 - Public health
 - One or more fields related to mental health
 - Research and evaluation methods

Skills and abilities

- An ability to work effectively with senior managers across all relevant organisations, building relationships and credibility in order to contribute to the process of strategy development
- Sound project management skills with the ability to manage, coordinate, and prioritise a diverse range of projects at one time, with varied timescales
- Ability to interpret data to inform and develop practice

- Excellent communication skills appropriate to the audience and subject with the ability to prepare and present written reports to different audiences
- An organised and co-operative 'can do' style of working, working on own initiative or as part of a team
- Ability to make decisions and lead effectively, within clear accountability frameworks
- Good working knowledge and experience of using MS Teams (desirable)
- Data retrieval and analysis using standard ICT packages such as Excel (desirable)

Special Conditions

- An expectation that flexible work will be required and occasional working out of normal office hours from time to time

Date prepared/revised	14/05/2021 Transferred to new template 01/07/2022 / Minor update 23/04/2026
Prepared/revised by	J Burgess-Allen/ Jane Hynes
Job Evaluation	MAY 2021 (no changes 23.4.26)

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.
To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.