**MEDWAY COUNCIL - JOB PROFILE**

## Job Description

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| **Job Title** | **Project Officer Workplace and Gambling Harms** |
| **Directorate** | **PEOPLE: Children and Adults** |
| **Division** | **Public Health** |
| Range | MPR 4 |
| **Reports to** | **Public Health Project/Programme Manager** |

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### Main purpose of job

To support the development, delivery, monitoring and evaluation of workplace health and gambling related harms projects across Medway. The postholder will work with businesses, voluntary sector organisations, community groups and statutory partners to improve health and wellbeing, reduce gambling-related harms and address health inequalities.

The role will coordinate delivery of the Healthy Workplace Programme, supporting employers to create healthier working environments and improve employee wellbeing. The postholder will also contribute to the planning and implementation of Gambling Related Harms programmes and initiatives, including targeted interventions with communities disproportionately affected by gambling harms.

The role will ensure projects are delivered in line with local and national public health priorities, evidence-based practice, agreed budgets and performance targets.

To work in the context of Medway's 'Joint Local Health & Wellbeing Strategy' and the Public Health Outcomes Framework to reduce health inequalities.

The role will involve liaising with stakeholders in a way that promotes the vision and values of the Council.

### Accountabilities and Outcomes

Develop, deliver and evaluate evidence-based workplace health and gambling related

harms programmes, contributing to the achievement of local and national priorities, improved population health, and reduced health inequalities.

Support employers to achieve and maintain Healthy Workplace Programme standards through assessment, guidance and ongoing engagement, improving workforce health, wellbeing and organisational resilience.

Promote awareness of gambling related harms and support the implementation of effective workplace policies, pathways and interventions, enabling prevention, early identification and appropriate support.

Support the commissioning, coordination and delivery of gambling related harms initiatives, ensuring services and interventions are effective, accessible and responsive to local need.

Develop and maintain partnerships with employers, community organisations, healthcare providers, commissioned services and regional stakeholders to maximise collaboration, reach and impact.

Engage with communities and groups disproportionately affected by gambling related harms to inform service development, support co-production and reduce health inequalities.

Collect, analyse and report performance and outcome data to demonstrate impact, inform continuous improvement and support evidence-based decision-making.

Deliver training, presentations and awareness-raising activities to employers, professionals and community groups, increasing knowledge, capability and confidence in promoting workplace wellbeing and reducing gambling related harms.

At the discretion of the line manager, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## Key Corporate Accountabilities

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone’s responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Organisation

This role reports to the Senior Project Officer Workplace Health

The post holder may be required to line manage an apprentice. They may also be required to direct, coordinate or train other employees as appropriate.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Working Style

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

## Person Specification

All criteria at Level A are considered essential unless stated otherwise.

## Qualifications

### Level A

- Minimum of 5 GCSE’s (grades 4-9) including English & Maths or equivalent

### Level B (in addition)

- Evidence of continued professional development within the scope of Public Health.

### Level C (in addition)

- Evidence of continued professional development which directly relates to Workplace Health or Gambling Related Harms reduction.

## Knowledge

### Level A

- Understanding of workplace health and wellbeing approaches and their contribution to improving population health.
- Understanding of gambling related harms as a public health issue and the wider determinants influencing gambling behaviour
- Displays the knowledge to interpret technical, procedural or specialist information, and compose correspondence and reports.
- An understanding of designing and managing projects to improve health and reduce inequalities.
- Demonstrate an understanding of the organisation's priorities.

### Level B (in addition)

- Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.
- Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities.
- Confidently provides good quality advice and guidance based on specialist/technical knowledge.
- An understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.

### Level C (in addition)

- Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role.
- A developed understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities, and use of services.
- A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.
- Developed knowledge of working with and through policies and strategies to improve health outcomes.

## Experience

### Level A

- Experience of coordinating, supporting or delivering health improvement, wellbeing or community-based projects.
- Demonstrable experience of working in a health, care, or customer focused setting.
- Experience of inter-agency working with broad range of statutory and non-statutory organisations.
- Demonstrable experience of using data and intelligence to inform decision making and find creative solutions.
- Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations. Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.
- Offers solutions for improvements to working practices and identifies where more efficient working could make savings.
- Proven track record of meeting challenging targets.
- Experience of dealing with difficult issues that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way.

### Level B (in addition)

- Experience of building alliances and partnerships to plan and implement programmes and services that share goals and priorities.
- Experience of evaluating partnerships and addressing barriers to successful collaboration.

### Level C (in addition)

- Experience of conducting formal project evaluations and/or research projects.
- Extensive experience of taking initiative in situations, able to identify own development needs and able to coach and work with others to share best practice and new knowledge.
- Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions.

## Skills

## Level A

- Ability to build positive relationships with businesses, community organisations and stakeholders.
- Ability to facilitate workshops, awareness sessions and presentations to diverse audiences.
- Ability to effectively engage seldom heard groups and communities experiencing health inequalities.
- Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Full driving licence valid for use in the UK or ability to reach relevant destination on time.
- Promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities.
- Interpret and present data and information.
- Manage data and information in compliance with policy and protocol.
- Ability to communicate with others to improve health outcomes and reduce health inequalities.
- Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.
- Manage public perception and convey key messages using a range of media processes.
- Initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities.
- The postholder should be able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed.

## Level B (in addition)

- Develop and/or implement standards, protocols, and procedures, incorporating national ‘best practice’ guidance into local delivery systems.
- Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.
- Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.
- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.

## Level C (in addition)

- Access and appraise evidence gained through systematic methods and through engagement with the wider research community.
- Design and conduct public health research based on current best practice and involving practitioners and the public.
- Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change.
- Influence and strengthen community action by empowering communities through evidence-based approaches