Public Health
Career progression framework
November 2024

Administration & Support					
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Public Health Assistant **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 2	Carry out a range of administrative tasks, such as filing, dealing with the post, E-mails, report preparation, and collating information using various IT systems, following established processes and monitoring and reporting on the delivery of tasks and operating within the decision making, administrative and reporting processes that support political and democratic systems. Communicate effectively both verbally and in writing, with service users and team members to support service delivery. Communication with service users may involve sensitive information such as medical history, previous health behaviour change attempts, preferences and barriers to engaging, and logistical considerations and will require working within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Represent the service at promotional events and assist in the delivery of health	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Minimum of 5 GCSE's grades 4-9) including English & Maths or equivalent	**Qualifications** • Continued professional development	**Qualifications** • Working towards Business Administration Level 3 (NVQ).
			Knowledge • Awareness of how role contributes to improving health and wellbeing. • Develops an understanding of procedures for tasks required for role. • Knows how to effectively operate equipment and tools needed for the role such as computer databases, photocopier, and telephone system for answering service user calls. • Aware of equal opportunities and impact of actions on others.	**Knowledge** • Understands how their role fits in with rest of team or service. • Has good understanding of procedural knowledge and information relevant to role and all tasks involved in it. • Understands how to determine priorities, following allocation of workstreams by manager and knows how to allocate or reallocate work within the team in line with direction from line manager.	**Knowledge** • Knows where and how to obtain additional information needed to resolve enquiries. • Knows how to produce accurate legible written and numerical work and can complete forms and reports as required.
			Experience • Experience of actively listening to understand people's needs and communicating in a positive way.	**Experience** • Experience of working within laid down procedures and using creative/judgement skills to resolve routine problems. • Experience of weighing up options and information to identify and decide on best solution. • Experience of dealing successfully with unexpected problems or situations.	**Experience** • 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.
			Skills • Proficient in Microsoft packages, including Outlook, Word, Teams PowerPoint and Excel	**Skills** • Can facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals.	**Skills** • Is able to support and supervise service users either as individuals or groups to meet project outcomes.

		improvement interventions when emergency cover is required, in order to advocate public health principles and action to protect and improve health and wellbeing. Demonstrate a commitment to equality and diversity, delivering equitable and fair services for users, challenging discriminatory practices and actively manage and promote diversity. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent administrative support across the team.	• Full driving licence valid for use in UK and access to own transport for work purposes. • Able to Identify data needs, obtain, verify and organise data and information. • Able to manage data and information in line with policy and protocol. • Can assess and manage risks associated with sharing data and information and intellectual property. • Can connect communities, groups, and individuals to local resources and services. • Can communicate with others to improve health outcomes and reduce health inequalities.	• Work with communications team to manage public perception and convey key messages using a range of media processes. • Able to initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities. • Able to engage others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives. • Can promote ethical practice and understands ethical dilemmas that could be faced when carrying out role. • Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and service users.	• Can identify, negotiate and secure resources relevant to role. • Able to provide job related training within the team as required. • Able to undertake challenging conversations with others.

Public Health Practitioners

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Public Health Practitioner	Range 3	Identify and overcome barriers to health improvement and the causes of health inequalities, helping people make positive lifestyle changes through the application of behaviour change techniques and structured evidence-based health promotion interventions. Plan and provide support sessions, in order to increase service user motivation, maintain engagement and deliver successful treatment outcomes.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent.	**Qualifications** • Evidence of continued professional development	**Qualifications** • Working towards UKPHR Practitioner registration.
			Knowledge • Knowledge of public health and the wider determinants of health. • Has a good understanding of the procedural knowledge and information relevant to the role and all tasks involved in it, and the technical/specialist or	**Knowledge** • A good understanding of the evidence-base and evidence sources relating to the role. • Has a good understanding of performance monitoring and evaluation. • Has a good understanding of the One Medway Council Plan.	**Knowledge** • Knowledge of the full range of procedures, policies, and concepts involved in the role. • Awareness and understanding of how budget allocations affect decisions relating to service delivery.

		Discuss service specific matters in a supportive manner, being sensitive and responsive to individual service user needs and working within professional and ethical boundaries to promote population health and wellbeing and addressing health inequalities. Provide a range of service specific support, adhering to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards in order to deliver effective services. Maintain knowledge and awareness of service targets and work towards achieving them as a part of a team, ensuring compliance with statutory legislation and practice requirements, including mandatory training. Collect health related information including taking measurements as well as carrying out other associated responsibilities and advocate public health principles and action to protect and improve health and wellbeing. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Act with integrity, consistency and purpose, and take responsibility for own personal	service specific practices and procedures required for the role. • Understands equal opportunities and treats others with dignity and respect. • Knows how to produce accurate legible, written and numerical work and can complete forms and reports as required. • Awareness of barriers to behaviour change.		
			Experience • Demonstrable experience of working in a public health setting or within an equivalent programme in a similar setting. • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing. • 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. • Experience of working with data and online databases, including data input. • Experience of working in a multi-disciplinary team. • Experience of contributing to service targets and working towards achieving them as a part of a team.	**Experience** • Demonstrable experience of contributing to the development of effective partnerships to facilitate the implementation of health improvement projects or other inter-agency interventions.	**Experience** • Experience of contributing to the development and implementation of clear and well thought out plans, taking into account risks, resources, and stakeholder expectations. • Experience of contributing content or delivering education, training, and group facilitation • Extensive experience of taking initiative in situations encountered with service users, e.g., managing parents' expectations and views about obesity in children, perceptions of what constitutes healthy and nutritious dietary choices, handling situations where conflicts between parents arise during the delivery of sessions. • Experience of identifying own development needs and of coaching and working with others to share best practice and new knowledge.
			Skills • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Full driving valid for use in the UK or ability to reach relevant destination on time. • Able to manage data and information in compliance with policy and protocol. • Ability to work with and build productive working relationships with colleagues, partners and other staff groups. • Good skills tailored to meet the needs of a range of audiences and stakeholders.	**Skills** • Able to identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities. • Able to promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.	**Skills** • Contribute to the development and/or implementation of standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Able to contribute to engaging stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Can adapt to change, manage uncertainty, and solve problems, with manager support in complex and unpredictable

		development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project provision across the team.	• Able to support and supervise service users either as individuals or groups to meet project outcomes. • Should be able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed. • Good attention to detail and the ability to accurately record and report on activities and outcomes. • Good organisation skills	• Can interpret and present data and information • Work with communications team to manage public perception and convey key messages using a range of media processes. • Able to Influence and strengthen community action by empowering communities through evidence-based approaches. • Able to initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities. • Can facilitate dialogue with groups and communities to improve health literacy and reduce inequalities using a range of tools and technologies.	environments
Advanced Public Health Practitioner **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 4	Work with designated GP practices to support and guide vulnerable families to identify their own health and wellbeing goals and make healthier lifestyle choices to realise those goals, working within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. This will include understanding the limits to their practice and knowing when it is appropriate to refer people back to GPs or other health professionals/agencies. Work in the context of Medway's 'Joint Local Health & Wellbeing Strategy' to improve health and wellbeing and reduce health inequalities and focus on the delivery of outcomes in the Public Health Outcomes Framework, ensuring adherence to professional codes of conduct, occupational membership	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent • Working towards UKPHR Practitioner Registration. .	**Qualifications** • On-going CPD • Completed UKPHR Practitioner Registration.	**Qualifications** •
			Knowledge • Knowledge of motivational interviewing. • Excellent knowledge of all Public Health services to enable effective referrals and signposting. • Knowledge of how 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. • An understanding of the organisation's priorities.	**Knowledge** • A clear understanding of the structure for the delivery of health and related services via the NHS and local government. • Knowledge of national, regional and local healthy weight reduction strategies and policies. • Knowledge of current research and best practice guidelines relating to the obesity agenda, including models of behaviour change. • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • An understanding of the organisation's priorities and how this role contributes to the priorities.	**Knowledge** • Knowledge of the full range of procedures, policies, and concepts involved in the role. • Know how to assess and critique different sources of information, approaches and methods for measuring and monitoring population health and wellbeing, health needs, risks, inequalities, and use of services. • Knowledge of how to assess and determine the best approach to promote population and community health and wellbeing, considering advantages and disadvantages of application of different approaches that can address the wider determinants of health and health inequalities.

		codes, employer behaviour frameworks and practice standards. This will also include operating within the decision making, administrative and reporting processes that support political and democratic systems. Contribute to service development and implementation, including the delivery of patient education sessions that focus on key health outcomes that meet the needs of the population served by Medway South PCN, delivering presentations at clinical team meetings and ensuring compliance with statutory legislation and practice requirements, including mandatory training. Help families and individuals to gain and apply the knowledge, skills, and confidence that enable them to be active participants in their own care, thus reaching their self-identified health and wellbeing goals and work towards maintaining a healthy weight. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Act with integrity, consistency and purpose, and take responsibility for own personal		• An understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	• Knowledge of how to leverage policies and strategies to secure engagement and improve health outcomes
			Experience • Demonstrable experience of working in a health or care setting. • Experience of facilitating change (behavioural and/or cultural) in organisations, communities and/or individuals. • Experience of managing barriers to change. • Experience of engaging others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives. • Experience of applying practical and/or procedural knowledge in a specialist area, as well as the ability to turn theoretical knowledge into practical applications. • Experience of taking initiative in situations, able to identify own development needs and able to coach and working with others to share best practice and new knowledge. • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • 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. • Experienced in offering solutions for improvements to working practices and identifies where more efficient working could make savings. • Experience of working in a multi-disciplinary team.	**Experience** • 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. • Education, training or group facilitation experience. • Proven track record of meeting challenging targets. • Experience of communicating sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Experience of supervisory direction and guidance to other staff.	**Experience** • 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. • Experience in working with individuals or groups to support health improvement through application of psychology of behaviour change.
			Skills	**Skills**	**Skills**

		development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project management across the team.	• Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Full driving licence valid for use in the UK or ability to reach relevant destination on time. • Able to promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities. • Can interpret and present data and information. • Manage data and information in compliance with policy and protocol. • Possess, and display, high levels of autonomy and initiative. • Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way. • Influence and strengthen community action by empowering communities through evidence-based approaches. • Work with communications team to manage public perception and convey key messages using a range of media processes. • Can initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities. • Able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed. • Ability to work independently without regular supervision and work outside of procedures, making decisions without referring to a supervisor/line manager, where appropriate. • Able to manage and prioritise own caseload, taking into account the needs, priorities, and any urgent support required by families.	• Can develop and/or implement standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Confidently provides good quality advice and guidance based on specialist/technical knowledge. • Able to 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. • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Ability to design and deliver engaging and impactful presentations relating to job role. • Strong communication and negotiations skills that supports personal choice, assesses potential consequences and ensures patients understand the impact their choices may have on their health and wellbeing.	• Can access and appraise evidence gained through systematic methods and through engagement with the wider research community. • Able to design and conduct public health research based on current best practice and involving practitioners and the public. • Can engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Able to consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change. • Ability to use analytical skills to interpret complex information and situations. • Develops solutions or plans which take several months up to a year to formulate. • Able to think creatively and innovatively to deliver outcomes.
Senior Public Health Practitioner	Range 5	Undertake daily contact with service users to establish rapport, gain trust, and carry out general health and	Required for this level	In addition to level A	In addition to levels A and B

Sector Specific framework: Public Health Skills & Knowledge Framework		psychological screening assessments, working within a clinic or hybrid setting to provide emotional support and advice on healthy eating and physical activity. This will include drawing in assistance from the wider Supporting Healthy Weight Team in delivering a comprehensive package of support to the service user. Deliver an intensive level of support to people who have co-morbidities or who have not responded to previous interventions, through the application of behavioural support and motivational interviewing techniques. This will include supporting the implementation of weight loss pharmacotherapy pathways. Demonstrate commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent programme management across the team. Develop personal professional practice, adhering to	**Qualifications** • Registered Nursing/Dietetics degree, UKHPHR or equivalent level 6 professional qualification.	**Qualifications** • Working towards RSPH Level 2 award in supporting behaviour change	**Qualifications** • Evidence of on-going CPD
			Knowledge • Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • An understanding of designing and managing projects to improve health and reduce inequalities. • An understanding of the organisation's priorities. • A full understanding of the etiology of obesity, barriers facing adults in achieving a healthy weight, emotional issues that can impact on people achieving their goals. • A good knowledge of healthy eating messages, and the wider determinants of health.	**Knowledge** • Awareness of common methods for assessing health and lifestyle behaviours. • An understanding of the organisation's priorities and how this role contributes to the priorities. • A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	**Knowledge** • 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. • Developed knowledge of working with and through policies and strategies to improve health outcomes.
			Experience • Demonstrable experience of working in a public health setting. • Experience of delivering complex weight management and behaviour change interventions. • Experience of delivering health improvement interventions (particularly relating to obesity) in a variety of healthcare & community settings. • Experience of facilitating change (behavioural and/or cultural) in organisations, communities and/or individuals. • Experience of managing barriers to change. • Experience of working in a multi-disciplinary team and providing line management or supervisory direction and guidance to other staff.	**Experience** • Experience of providing emotional support to individuals with complex needs using a variety of behaviour change approaches. • Experience of evaluating partnerships and addressing barriers to successful collaboration. • Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning. • Experienced in developing and implementing clear and well thought out plans for the medium term (several months up to a year), to ensure that work is completed to the standard and timescale required. Take into account risks, resources, and stakeholder expectations.	**Experience** • 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. • Experience of appraising new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services. • Experience of quality assuring and auditing services and interventions to control risks and improve their quality and effectiveness.

		professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards and working within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Contribute to the development, implementation, delivery, and evaluation of Public Health programmes to meet identified needs and priorities contributing to health improvement, reduction in health inequalities and ensure compliance with statutory legislation and practice requirements, including mandatory training. Provide specialist advice and support to others in the development of knowledge, understanding and skills in collaborative working for health improvement, advocating public health principles and action to protect and improve health and wellbeing.	• Demonstrable experience of using data and intelligence to inform decision making and find creative solutions • Experienced in connecting local communities, groups, and individuals to local resources and services that support their health and wellbeing. • Experience of adapting to change, managing uncertainty, solving problems, aligning clear goals with lines of accountability in complex and unpredictable environments. • Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions. **Skills** • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Full driving valid for use in the UK or ability to travel to relevant destination on time. • Can work autonomously and make clinical decisions in the best interests of the service user. • Can promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities. • Ability to record highly accurate notes (both hand-written and electronic), adhering to all clinical governance standards. • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Can facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals. • Can develop and/or implement standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Able to collate and analyse data to produce intelligence that informs	• Experience of analysis and report writing. • Experience of developing and delivering education, training, and group facilitation • 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. **Skills** • Responds constructively to political and other tensions while encouraging a focus on the interests of the public's health. • Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Able to communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Can confidently provide good quality advice and guidance based on specialist/technical knowledge. • Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks. • Access and appraise evidence gained through systematic methods and through engagement with the wider research community. • Consult and listen to individuals, groups, and communities likely to be affected by planned • Strong communication and negotiations skills when working with service users, that supports personal choice, assesses potential consequences and ensures patients understand the impact their	**Skills** • Monitors and reports on the progress and outcomes of strategy and policy implementation making recommendations for improvement. • Able to critique published and unpublished research, synthesise the evidence and draw appropriate conclusions. • Can apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness. • Work to understand, and help others to understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities. • Able to design and conduct public health research based on current best practice and involving practitioners and the public. • Can engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.

			decision making, planning, implementation, performance monitoring and evaluation. • Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way. • Can 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.	choices may have on their health and wellbeing.	
Public Health Projects & Programmes					
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Public Health Project Co-ordinator **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 3	Represent the service at public facing events, creating visual displays and interactive tools to convey information, co-ordinating media and comms activity and work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Collect, record and report on data, intelligence and health related information about individuals, ensuring adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards in order to provide comprehensive information to the Council.	Required for this level **Qualifications** • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent **Knowledge** • Knowledge of public health and the wider determinants of health. • Has a good understanding of the procedural knowledge and information relevant to the role and all tasks involved in it. • Understands equal opportunities and treats others with dignity and respect. • Knowledge required to produce accurate legible, written and numerical work and can complete forms and reports as required. • Has an awareness of budget considerations and constraints governing project delivery. • Understand barriers to behaviour change and will apply behaviour change	In addition to level A **Qualifications** • Evidence of ongoing CPD **Knowledge** • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • An understanding of the One Medway Council plan. • Knowledge of developing and delivering education, training, and group facilitation.	In addition to levels A and B **Qualifications** **Knowledge** • Knowledge of the full range of procedures, policies, and concepts involved in the role. • An understanding of the One Medway Council plan and how this role contributes to the priorities.

		Assist in the development and delivery of training, ensuring compliance with statutory legislation and practice requirements, including mandatory training. Undertake and maintain the recording of project assets, ordering resources within allocated budgets and co-ordinating and processing invoices and payments for the service to ensure that records are accurate, all information can be easily located and retrieved and that documents are stored securely and confidentially at all times. Set up and participate in meetings, advocating public health principles and action to protect and improve health and wellbeing appropriate to the target audience ensuring compliance with legislation and protocol in relation to confidential and/or personally sensitive information. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the	techniques to support service users to make healthy lifestyle choices.		
			Experience • Demonstrable experience of working in a public health setting. • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing. • 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.	**Experience** • Demonstrable experience in developing effective partnerships to facilitate the development and implementation of health improvement projects or other inter-agency interventions. • Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities. • Experience of supporting people to make a behaviour change or influencing people to undertake a course of action using motivational interviewing or CBT principles.	**Experience** • Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations. • Experience of developing and delivering education, training, and group facilitation • 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.
			Skills • Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, Teams, and online databases. • Full driving valid for use in the UK or ability to travel to relevant destination on time. • Can manage data and information in compliance with policy and protocol. • Good communication, skills tailored to meet the needs of different people. • Work with communications team to 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. • Able to facilitate dialogue with groups and communities to improve health literacy and reduce inequalities using a range of tools and technologies. • Able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed. • Good attention to detail, good organisation skills, and the ability to accurately record and report on activities	**Skills** • Can identify and apply ethical guidelines by considering what is morally right or wrong when faced with difficult decisions when promoting the public's health and reducing inequalities. • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Can promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities. • Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way. • Influence and strengthen community action by empowering communities through evidence-based approaches.	**Skills** • Able to support in development and/or implementation of standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Can engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Able to work independently to support the management of projects. • Ability to assess and take account of known risks, adapt to changes, and work with manager to address problems along the way.

		delivery of excellent project management across the team.	and outcomes are important attributes for this role. • Able to work independently, planning their own workload, and manage their time effectively whilst working to deadlines.		
Public Health Project Officer **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 4	Contribute to the development, delivery, and evaluation of evidence-based projects that deliver to plan, enhance the well-being of Medway residents, support the achievement of local and national targets and reduce health inequalities. Build alliances and partnerships to plan, implement, and/or monitor projects that can be time limited and that share goals and priorities to enhance service awareness, availability, access, and uptake and also ensure compliance with statutory legislation and practice requirements, including mandatory training. Deliver formal presentations and training to a range of clinical and non-clinical teams, i.e., GPs, Local Authority meetings, Senior Manager meetings, and to other key stakeholders, working within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • Knowledge required 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.	**Knowledge** • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • An understanding of the organisation's priorities and how this role contributes to the priorities. • An understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	**Knowledge** • 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 • 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** • 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.	**Experience** • 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.

		enabling information and ideas, raising awareness of 'A Better Medway Lifestyle Services' and advocating public health principles and action to protect and improve health and wellbeing. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. This will also include adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project management across the team.	• Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing. • Experienced in offering solutions for improvements to working practices and identifies where more efficient working could make savings. • 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. **Skills** • Proficient in the use of Microsoft Word, Excel, PowerPoint Teams and Outlook. • Full driving licence valid for use in the UK or ability to reach relevant destination on time. • Can promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities. • Able to interpret and present data and information. • Can 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. • Work with communications team to manage public perception and convey key messages using a range of media processes. • Can initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities. • Able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed.	**Skills** • Able to develop and/or implement standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Can 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. • Confidently provides good quality advice and guidance based on specialist/technical knowledge. • Can 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.	**Skills** • Can access and appraise evidence gained through systematic methods and through engagement with the wider research community. • Able to design and conduct public health research based on current best practice and involving practitioners and the public. • Can engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Able to consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change. • Can influence and strengthen community action by empowering communities through evidence-based approaches.
	Range 5	Manage and motivate team and individual performance, providing direction and	Required for this level	In addition to level A	In addition to levels A and B

Senior Public Health Project Officer **Sector Specific framework:** Public Health Skills & Knowledge Framework		leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business. Develop, implement, monitor, and evaluate evidence-based public health projects that focus on the delivery of outcomes and ambitions set out in national and local strategies to improve and to work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Represent the Council at local, regional, and national steering groups, networks and other meetings, ensuring adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. Design and deliver formal presentations and training modules to a range of clinical and non-clinical teams, i.e., GPs, Local Authority meetings, Senior Manager meetings, and to other key stakeholders, ensuring compliance with statutory legislation and practice requirements, including mandatory training.			
			Qualifications • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent •	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring cost and budget management and project evaluation. • An understanding of designing and managing projects to improve health and reduce inequalities. • An understanding of the organisation's priorities. • An understanding of contractor relationship management. • Understanding of policies and strategies and how to apply to day to day role. • Knowledge of line management principles and processes	**Knowledge** • An understanding of the organisation's priorities and how this role contributes to the priorities. • An understanding of how to leverage stakeholder organisational priorities, policies and strategies to leverage mutually beneficial outcomes. • A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	**Knowledge** • 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. • Developed knowledge of working with and through policies and strategies to improve health outcomes. • Knows how to work autonomously to seek out new partnerships and gain agreement for joint, mutually beneficially projects. • Knows how to engage, direct, and motivate a team.
			Experience • Demonstrable experience of working in a public health setting. • Demonstrable experience of using data and intelligence to inform decision making and find creative solutions. • Experience of analysis and report writing to a standard appropriate for management. • Experience of developing and implementing clear and well thought out plans, taking into account risks, resources, and stakeholder expectations.) • Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities. • Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.	**Experience** • Experience of evaluating partnerships and addressing barriers to successful collaboration. • Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning. • Experienced in developing plans for the medium term (several months up to a year), to ensure that work is completed to the standard and timescale required. • Experience of report writing to a standard that is appropriate for representing the council at external system partner forums.	**Experience** • 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. • Experience of presenting findings/ updates/ developments to a wide audience, including senior management internal and external stakeholders, system partners. • Demonstrable experience of team leadership

		Deliver outcomes through influencing and working collaboratively with internal colleagues and external partnerships to identify priorities and develop actions plans for joint health improvement projects that reflect the needs of the location population, and advocate public health principles and action to protect and improve health and wellbeing, Apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with enabling information and ideas, raising awareness of 'A Better Medway Lifestyle Services' and advocating public health principles and action to protect and improve health and wellbeing. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Support the delivery of national and local targets through working with system partners and community-based assets to deliver against project schedule(s) and targets, keeping within resources, budget, and scope and operating within the decision making,	• Experience of developing and delivering education, training, and group facilitation • Proven track record of meeting challenging targets. • Experience of contractor relationship management. • 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. • Experience of appraising new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services. • Experience of quality assuring and auditing services and interventions to control risks and improve their quality and effectiveness. • Experience of adapting to change, managing uncertainty, solving problems, aligning clear goals with lines of accountability in complex and unpredictable environments. • Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions.		
			Skills • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Full driving licence valid for use in the UK or ability to travel to relevant destination on time. • Can promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities. • Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation. • Able to manage projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.	**Skills** • Respond constructively to political and other tensions while encouraging a focus on the interests of the public's health. • Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Confidently provides good quality advice and guidance based on specialist/technical knowledge. • Able to communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.	**Skills** • Able to monitor and report on the progress and outcomes of strategy and policy implementation, making recommendations for improvement. • Can critique published and unpublished research, synthesise the evidence and draw appropriate conclusions. • Able to design and conduct public health research based on current best practice and involving practitioners and the public. • Can apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness. • Work to understand, and help others to understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities.

		Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project management across the team.	• Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Initiate and/or support action to create environments that facilitate and enable health and wellbeing for individuals, groups, and communities. • Can facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals. • Develop and/or implement standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Work with communications team to manage public perception and convey key messages using a range of media processes. • Able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with assistance as needed. • Able to provide constructive feedback on team and individual performance, recognising and celebrating success, challenging poor performance and conduct issues appropriately and encouraging staff to put forward ideas of how work should be done and acting on those ideas whenever possible.		• Develops high performing, motivated teams, encouraging the development of skills, experience, and ambition of others at all levels to enhance flexibility of services.
Public Health Programme/Project Manager **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 6	Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business. Develop, implement, monitor, and evaluate evidence-based	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to degree level (or equivalent) in a relevant discipline.	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • Knowledge of the full range of procedures, policies and concepts involved in the role. • Knows how to undertake work of a complex nature, which requires advanced/high level knowledge of policies, procedures and best practice in their own and related areas, as required.	**Knowledge** • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • Knowledge of public health policies, procedures and local authority/public sector regulations.	**Knowledge** • A developed understanding of designing and delivering projects that specify, procure, and evaluate health and social care services against a defined set of outcomes. • Developed knowledge of working with and through policies and strategies to improve commissioning outcomes.

		public health projects that focus on the delivery of outcomes and ambitions set out in national and local strategies to improve and to work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Oversee the development and provision of high-quality community-based services, business cases and reports, service specifications, analyses of need, demand, spend, and performance data, working within the legislative framework that underpins public service provision to maximise opportunities to protect and promote health and wellbeing. Represent the Council at local, regional, and national steering groups, networks and other meetings, ensuring adherence to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Prepare and produce accurate and timely management information, including ensuring compliance with	• Is proactive in keeping abreast of developments in their area of work, sharing best practice and learning.	• Understanding of how to undertake work of a complex and diverse nature, which requires advanced/high level knowledge within the public health discipline relevant to their role. public health • Has up to date knowledge of latest research and evidence.	• Uses knowledge to contribute to the development of improved services/policies/procedures • A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services.
			Experience • Demonstrable experience of working in project management in a health or social care setting or other area relevant to the role. • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Strong commercial acumen and excellent financial management skills relevant to the realm of public health and ability to identify and achieve savings. • Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing. • Experience of dealing with difficult issues and resolving conflict with external contractors, staff and/or service users in a calm and constructive way. • Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches to public health that deliver intended objectives, savings and performance targets.	**Experience** • Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities. • 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. • Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning.	**Experience** • Experience of conducting formal project evaluations and/or research projects. • Experienced in developing long and short-term plans which align to the wider service plan and demonstrable experience of setting clear boundaries for responsibility to ensure individual development is linked to this.
			Skills • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Promotes ethical practice with an understanding of the ethical dilemmas that might be faced when delivering services. • Can analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required. • Identify data needs and obtain, verify, and organise that data and information.	**Skills** • Can identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities. • Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities. • Mitigate risks using different approaches such as legislation, licensing, policy, education, fiscal measures. • Access and appraise evidence gained through systematic methods and through engagement with the wider research community.	**Skills** • Can apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness. • Appraise new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services. • Assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities. • Monitor and report on the progress and outcomes of strategy and policy

		relevant procedures for governance, risk and control, including assuring the quality of all required information for the governance structure. Support the delivery of national and local targets through working with system partners and community-based assets to deliver against project schedule(s) and targets, keeping within resources, budget, and scope and operating within the decision making, administrative and reporting processes that support political and democratic systems. Undertake proactive planning to ensure service provision conforms to national guidance, is responsive to local needs, and outcome are delivered within budget allocations.	• Manages data and information in compliance with policy and protocol. • Can collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation. • Predict future data needs and develop data capture methods to obtain it. • Can quality assure and audit services and interventions to control risks and improve their quality and effectiveness. • Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way. • Clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Advocate commissioning principles and action to deliver improved health outcomes. • Possesses, and displays, high levels of autonomy and initiative. • Acts with integrity, consistency and purpose, and continues own personal development. • Facilitates change (behavioural and/or cultural), in organisations, communities, and/or individuals. • Engages stakeholders, (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Specify and agree service requirements and measurable performance indicators to ensure quality provision and delivery of desired outcomes. • Adapt to change, manage uncertainty, solve problems, and align clear goals with lines of accountability in complex and unpredictable environments. • Work with communications team to manage public perception and convey key messages using a range of media processes. • Manage programme/project schedule(s), resource, budget and scope, accommodating changes with a robust	• Sets service priorities, balancing needs with the evidence base and the economic case for investment. • Able to engage others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives. • Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diverse range of audiences using different methods. • To demonstrate awareness of and sensitivity to cultural subtleties when working with diverse communities. • Apply the principles of social marketing and/or behavioural science to reach specific groups and communities with enabling information and ideas. • Scope programmes/projects stating the case for investment, the aims, objectives and milestones. • Prioritise, align and deploy resources towards clear strategic goals and objectives. • Able to apply knowledge of latest research and evidence to own practice	implementation, making recommendations for improvement. • Work to understand, and help others understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities. • Consults and listens to individuals, groups, and communities likely to be affected by new services or a change to existing services. • Respond constructively to political and other tensions while encouraging a focus on the interests of service users. • Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.

			change control process. This includes skills in project planning, execution and evaluation. • Able to occasionally assemble and move heavy or awkward objects such as display boards, leaflets, and other resources, with the use of available aids or assistance as needed.		
Public Health Commissioning					
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Commissioning Project Officer **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 4	Co-ordinate various activities including patient/service user and service provider engagement activity, as well as strategic clinical group meetings, responding to day-to-day service requests, process invoices, and 'Individual Funding Requests' and work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Support in undertaking practice research, assessment of need and demand data, and financial analyses, ensuring all programme plans, activity and finance data, as well as reporting requirements, be regularly collated, updated, and maintained and adhere to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. Lead on contracting and monitoring activities of commissioned services and	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Minimum of 5 GCSE's (grades 4-9) including English & Maths or equivalent	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • Knowledge of how to interpret technical, procedural or specialist information, and compose correspondence and reports. • An understanding of designing and delivering projects that specify, procure, and evaluate health and social care services against a defined set of outcomes. • Demonstrate an understanding of the organisation's priorities.	**Knowledge** • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • An understanding of the organisation's priorities and how this role contributes to the priorities. • Has an awareness of the principles of contract management.	**Knowledge** • Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role. • A developed understanding of designing and delivering projects that specify, procure, and evaluate health and social care services against a defined set of outcomes. • Developed knowledge of working with and through policies and strategies to improve commissioning outcomes.
			Experience • Demonstrable experience of working in commissioning and contract management in a health or social care setting or other area relevant to the role. • 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** • 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.	**Experience** • Experience of conducting formal project evaluations and/or research projects. • Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions. • Extensive experience of taking initiative in situations, able to identify own development needs and able to coach

		associated time limited projects, contributing to the achievement of key performance indicators, including the provision of person-centred services that meet the needs of the local population whilst achieving cost savings, ensuring compliance with statutory legislation and practice requirements and operating within the decision making, administrative and reporting processes that support political and democratic systems. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed in order to support the delivery of excellent project management across the team.	• 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. • Experienced in offering 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. • Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives, and be accountable for team members' actions. **Skills** • Proficient in the use of Microsoft Word, Excel, PowerPoint Teams and Outlook. • Able to promote ethical practice with an understanding of the ethical dilemmas that might be faced in a commissioning environment. • Can manage data and information in compliance with policy and protocol. • Ability to communicate with others to improve 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. • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Influence and strengthen community action by empowering communities through evidence-based approaches. • Work with communications team to manage public perception and convey	**Skills** • Can develop and/or implement standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities. • Confidently provides good quality advice and guidance based on specialist/technical knowledge. • Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation. • Ability to communicate complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.	and work with others to share best practice and new knowledge. **Skills** • Able to access and appraise evidence gained through systematic methods and through engagement with the wider research community. • Can design and conduct research based on current best practice and involving practitioners and the public. • Able to engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Able to consult and listen to individuals, groups, and communities likely to be affected by new services or a change to existing services.

			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.		
Senior Partnership Commissioner **Sector Specific framework:** **Public Health Skills & Knowledge Framework**	Range 6	Lead on a range of activities that form part of the commissioning cycle and undertake proactive planning to alleviate pressure on acute services and address gaps in provision, ensuring service sufficiency. This will include ensuring costs savings will be delivered alongside effective risk management, service improvement, and embedding of good practice and working within the legislative framework that underpins public service provision to maximise opportunities to protect and promote health and wellbeing. Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business. Develop the provision of high-quality community-based services, business cases and reports, service specifications, analyses of need, demand, spend, and performance data,	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to degree level (or equivalent) in a relevant discipline.	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • Knowledge of the full range of procedures, policies and concepts involved in the role. • Knows how to undertake work of a complex nature, which requires advanced/high level knowledge of policies, procedures and best practice in their own and related areas, as required. • Is proactive in keeping abreast of developments in their area of work, sharing best practice and learning.	**Knowledge** • A good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. • Knowledge of health and social care policies, procedures and local authority/public sector regulations and inspection regimes, specialist knowledge of commissioning area. • Understanding of how to undertake complex work such as service review, evaluation, analyses, and report writing relating to different functions of commissioning. • Understanding of procurement legislation and public sector purchasing procedures.	**Knowledge** • A developed understanding of designing and delivering projects that specify, procure, and evaluate health and social care services against a defined set of outcomes. • Developed knowledge of working with and through policies and strategies to improve commissioning outcomes. • A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services
			Experience • Demonstrable experience of working in commissioning and contract management in a health or social care setting or other area relevant to the role. • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Strong commercial acumen and excellent financial management skills relevant to the realm of social care and health and ability to identify and achieve savings.	**Experience** • Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities. • 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. • Experience of collaborating to create new solutions to complex problems by	**Experience** • Experience of conducting formal project evaluations and/or research projects. • Experienced in developing long and short-term plans which align to the wider service plan and demonstrable experience of setting clear boundaries for responsibility to ensure individual development is linked to this.

		ensuring compliance with statutory legislation and practice requirements, including mandatory training. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity and work within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities and adhering to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. Work in partnership with other agencies to share learning and good practice and maximise opportunities for collaborative commissioning, contributing to the development of integrated and whole system pathways and operating within the decision making, administrative and reporting processes that support political and democratic systems. Ensure that all commissioning activity is carried out in accordance with legislation, national guidelines, Kent and Medway ICB and Medway Council's policy and procedures, and is applied using the principles of good practice including ethics and	• Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing. • Experience of dealing with difficult issues and resolving conflict that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way. • Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches to public health that deliver intended objectives, savings and performance targets.	promoting innovation and the sharing of ideas, practices, resources, leadership and learning.	
			Skills • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Promote ethical practice with an understanding of the ethical dilemmas that might be faced in a commissioning environment. • Can analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required. • Able to identify data needs and obtain, verify, and organise that data and information. • Manage data and information in compliance with policy and protocol. • Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation. • Predict future data needs and develop data capture methods to obtain it. • Quality assure and audit services and interventions to control risks and improve their quality and effectiveness. • Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way. • Clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs of a	**Skills** • Identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities. • Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities. • Able to mitigate risks using different approaches such as legislation, licensing, policy, education, fiscal measures. • Is proactive in undertaking and sharing professional development to keep up to date with all key changes in his/her field and develop themselves. • Access and appraise evidence gained through systematic methods and through engagement with the wider research community. • Set commissioning priorities, balancing needs with the evidence base and the economic case for investment. • Able to engage others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives. • Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diverse range of audiences using different methods. • Conscious of and sensitive to cultural subtleties when working with diverse communities.	**Skills** • Apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness. • Can appraise new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services. • Assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities. • Uses knowledge to contribute to the development of improved services/policies/procedures. • Able to monitor and report on the progress and outcomes of strategy and policy implementation, making recommendations for improvement. • Works to understand, and help others understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities. • Consults and listen to individuals, groups, and communities likely to be affected by new services or a change to existing services. • Responds constructively to political and other tensions while encouraging a focus on the interests of service users. • Seek independent assurance throughout programme/project planning and

		probity and take account of safeguarding policy and standards. Analyse needs, markets and spend, plan and develop category and/or commissioning approaches, design and deliver saving plans and report annually on progress towards achieving better and cheaper outcomes. Prepare and produce accurate and timely management information, including ensuring compliance with relevant procedures for governance, risk and control, including assuring the quality of all required information for the governance structure.	wide range of audiences and stakeholders. Ability to work with comms team for the purpose of creating effective public facing messaging. • Advocate commissioning principles and action to deliver improved health outcomes. • Facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals. • Acts with integrity, consistency and purpose, and continues own personal development. • Engages stakeholders, (including service users), in service design and development, to deliver accessible and equitable person-centred services. (• Specify and agree service requirements and measurable performance indicators to ensure quality provision and delivery of desired outcomes. • Adapts to change, manage uncertainty, solve problems, and align clear goals with lines of accountability in complex and unpredictable environments. • Possesses, and displays, high levels of autonomy and initiative. • Manages programme/project schedule(s), resource, budget and scope, accommodating changes with a robust change control process. This includes skills in project planning, execution and evaluation.	• Can apply the principles of social marketing and/or behavioural science to reach specific groups and communities with enabling information and ideas. • Able to scope programmes/projects stating the case for investment, the aims, objectives and milestones. • Prioritise, align and deploy resources towards clear strategic goals and objectives.	processes within organisational governance frameworks.

Senior Public Health Manager/Programme Lead					
Job Title	**Range**	**Duties**	**Level A (Developing)**	**Level B (Practising)**	**Level C (Accomplished)**
Programme Lead **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 7	Direct and lead on all commissioning for the Portfolio area, overseeing the planning, development and implementation of relevant programmes of work and ensuring they are delivered in accordance with the required outcomes, performance targets, and measurable	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			Qualifications • Educated to degree level	**Qualifications** • Evidence of ongoing CPD	**Qualifications**

		savings which will include the effective management of risk as well as working within professional and ethical boundaries while promoting population health and wellbeing, and addressing health inequalities Develop and utilise tools that enable analyses and interpretation of need, demand, spend data and provider performance data. This includes profiling provider market to ensure proactive planning is taken to address gaps in provision securing sufficiency in provision, ensuring high standards of service delivery, good safeguarding practices are being embedded and directing and supporting the shaping of provider markets to address need and drive service improvements where required. Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair	**Knowledge** • Knowledge of health and social care policies, procedures and local authority/public sector regulations and inspection regimes, specialist knowledge of commissioning area. • An understanding of principles of data quality, data protection and information sharing and how to apply them • A developed understanding of Council policies and procedures, relevant to role. • Knowledge of the Council's financial regulations and processes. • Has an awareness of national, regional, and local public health policy relating to own area of work and strategies and how these inform their work. **Experience** • Experience of leading large commissioning programmes, ideally across the required commissioning portfolio the applicant is applying for, with a proven and successful track record in delivering whole system and outcomes focused approaches to commissioning, working in a competitive contract culture to improve health outcomes and reduce health inequalities alongside a focus on savings and effective management of risk • Demonstrable experience in working effectively with providers to develop and deliver services for users in relevant specialist area of commissioning. • Experience of dealing with difficult issues that may arise from time to time with external contractors, council members, staff and/or service users in a calm and productive way and ability to resolve complex issues and be proactive in identifying solutions in a politically sensitive environment. • Demonstrable experience of budget management and being accountable for expenditure from an agreed budget. . • Experience of line managing others, providing direction, monitoring progress	**Knowledge** • A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services • A good understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities. **Experience** • Considerable experience and an excellent track record as procurement professional and in performance service and project management. • Experience and successful track record in managing and motivating staff to deliver outcomes focused approaches to commissioning that deliver intended objectives, savings and performance targets. • Experience of providing leadership to drive improvement in health outcomes and the reduction in health inequalities.	**Knowledge** • A developed understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services • A developed understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities. • Extensive knowledge of working with and through policies and strategies to improve health outcomes. **Experience** • Extensive experience and an excellent track record as procurement professional and in service and project management. • Extensive experience of providing leadership in a matrix working environment to drive improvement in health outcomes and the reduction in health inequalities.

		services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. Support partnerships to build resilience to work through complex issues and identify future opportunities for achieving savings, value for money, improved service quality and effectively manage risk. Work in partnership with other agencies to share the learning and good practice and maximise opportunities for collaborative commissioning, contribute to the development of integrated and whole system pathways being developed and protect the public from environmental hazards, communicable hazards and other health hazards while reducing inequality in risk exposure and outcomes. Ensure that all commissioning activity is carried out in accordance with legislation, national guidelines, Kent and Medway Clinical Commissioning Group and Medway Council's policy and procedures, and is applied using the principles of good practice including ethics and probity and take account of safeguarding policy and standards. Lead the quality assurance and compliance of contracts within the portfolio area, ensuring the effective development of the contract over its lifetime and working closely with	and empowering them to achieve objectives. • Experience of designing and managing projects and programmes to improve health and reduce health inequalities. **Skills** • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook • Full driving valid for use in the UK and access to own transport for work purposes or ability to travel to relevant destination on time. • Excellent report writing skills, including the ability to interpret and present data and information (both qualitative and quantitative) • Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities. • Excellent analytical skills and able to work to and for the evidence base, conduct research and provide informed advice, using intelligence effectively to interpret and apply it to support commissioning activity. • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. This will include engaging with providers, service users, carers and public in the development of plans and service specifications; through focused service user forums, questionnaires or attendance at established service user groups • Strong commercial acumen and excellent financial management skills relevant to the realm of social care and health and ability to identify and achieve savings and robustly manage budgets. • Demonstrates the ability to deal with very high levels of work-related pressure, for example, from deadlines, interruptions or conflicting demands. • Demonstrable ability to analyse and interpret very varied and highly complex information and develop strategies and solutions for long term plans.	**Skills** • Ability to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences. • Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.	**Skills** • Demonstrable expertise in prioritising and managing resources at a population/systems level to achieve equitable health outcomes and return on investment. • Demonstrable expertise in working in political and democratic systems and with a range of organisation cultures to improve health outcomes and reduce health inequalities

		partner to ensure successful delivery and that any issues arising are dealt with effectively. Analyse needs, markets and spend, plan and develop category and/or commissioning approaches, design and deliver saving plans and reporting annually on progress towards achieving better and more affordable outcomes. This will include forecasting, planning, including preparing the business case and reporting for procurement project support, including any information required from the Head of Service or equivalent. Develop and produce accurate and timely management information, including ensuring compliance with relevant procedures for governance, risk and control, including assuring the quality of all required information for the governance structure.	• Possesses, and displays, high levels of autonomy and initiative. • Excellent organisational and prioritisation skills with ability to balance a number of competing priorities including daily operational aspects of the role. • Able to maintain a high level of self-motivation, with the capacity to reflect upon and review own effectiveness and engage in a process of continuing professional development		
Senior Public Health Manager **Sector Specific framework:** Public Health Skills & Knowledge Framework	Range 7	Manage and motivate team and individual performance, providing direction and leadership, undertaking staff appraisals, addressing welfare, capability and disciplinary issues, and advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations, ensure that staff fulfil their potential and to deliver successful public health projects and programmes to improve the health and wellbeing of residents.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to degree level	**Qualifications** • Evidence of ongoing CPD	**Qualifications**
			Knowledge • Knowledge of health and social care policy and local authority/public sector regulations and inspection regimes • An understanding of principles of data quality, data protection and information sharing and how to apply them	**Knowledge** • A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services • A good understanding of how to promote population and community HWB	**Knowledge** • A developed understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services • A developed understanding of how to promote population and community HWB

		Influence internal and external stakeholders to support the public health agenda, encouraging all partners to make health and wellbeing their business and to protect the public from environmental hazards, communicable disease and other health hazards while reducing inequality in risk exposure and outcomes. Support the Head of Service to deliver the Public Health business and service plan, ensuring performance targets are set annually, reviewed throughout the year and outcomes reported to the Directorate Management Team. Demonstrate a commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory practices and actively managing and promoting diversity. This will include working within professional and ethical boundaries while promoting population health and wellbeing and addressing health inequalities. Support the Head of Service to operate within budget, identifying financial risks and opportunities for the service. Deputise for the Head of Service at appropriate meetings and act as service manager in their absence to ensure effective continuity of service.	• A developed understanding of Council policies and procedures, relevant to role. • Knowledge of the Council's financial regulations and processes. • Has an awareness of national, regional, and local public health policy relating to own area of work and strategies and how these inform their work.	addressing the wider determinants of health and health inequalities • Is fully conversant with national, regional, and local public health policy and strategies and how these apply to and impact own area of work.	addressing the wider determinants of health and health inequalities • Extensive knowledge of working with and through policies and strategies to improve health outcomes. • Knows how to leverage national, regional, and local public health policies and strategies to influence inter-agency and interdisciplinary strategic plans and programmes leading to improvement of population health and wellbeing.
			Experience • Demonstrable and significant experience in public health setting. • Experience and successful track record in leading, managing and empowering staff to deliver whole system and outcomes focused approaches to commissioning, working in a competitive contract culture to improve health outcomes and reduce health inequalities. Building staff resilience in managing complex issues across multi-agency partners • Experience in the preparation of reports for senior management • Experience of managing budgets, commissioning services and ensuring value for money. • Experience of public health strategy development. • Experience of implementing and monitoring public health strategy and targets in relation to specialist work area. • Experience of contract management. • Experience of seeking out public health best practice/guidance, critically appraising, and developing this into local practice.	**Experience** • Experience of leading projects or programmes ideally across both health and social care with a proven and successful track record in delivering improved outcomes, savings and effective management of risk. • Experience of providing leadership to drive improvement in health outcomes and the reduction in health inequalities. • Experienced in contributing to the ongoing development and achievement of the strategic vision for the service. • Experience of designing and managing projects and programmes to improve health and reduce health inequalities. • Experience of implementing national policies and strategies at a local level and successfully managing challenges and barriers that can affect positive outcomes.	**Experience** • Extensive experience of leading large scale programmes, ideally across both health and social care, with a proven and successful track record in delivering improved outcomes, savings and effective management of risk • Extensive experience of providing leadership in a matrix working environment to drive improvement in health outcomes and the reduction in health inequalities. • Experience in influencing system partners in ensuring public health objectives relating to own area of work are included in local and regional policies and strategies, and successfully managing any contentious issues when these arise.
			Skills • Proficient in the use of Microsoft Word, PowerPoint, Excel, Teams and Outlook • Full driving licence valid for use in the UK and access to own transport for work purposes or able to travel to relevant destination on time • Strong commercial acumen and excellent financial management skills relevant to the realm of social care and	**Skills** • Ability to embed a customer focused culture through robust service user engagement and to drive forward continuous service improvements for the benefit of service users. • Ability to build and maintain supportive and empathic relationships, securing stakeholder support and commitment to a course of action or different way of	**Skills** • Demonstrable expertise in prioritising and managing resources at a population/systems level to achieve equitable health outcomes and return on investment • Demonstrable expertise in working in political and democratic systems and with a range of organisation cultures to

			health and ability to identify and achieve savings and robustly manage budgets • Able to work collaboratively across agencies and boundaries to improve health outcomes and reduce inequalities • Effective communication skills, including oral, written, presentation, briefing and influencing others • Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities • Excellent organisation and prioritisation skills with ability to balance a number of competing priorities including the routine, strategic and the urgent operational aspects of the role • Ability to work to and for the evidence base, conduct research and provide informed advice, • Ability to Inform and engage with elected members. • Possess, and display, high levels of autonomy and initiative. • Ability to communicate with others to improve health outcomes and reduce health inequalities.	thinking by listening, presenting ideas convincingly and persuasively. • Ability to identify opportunities to optimise outcomes through implementation of national, regional, and local public policies and initiate actions to enhance population health and wellbeing.	improve health outcomes and reduce health inequalities. • Able to lead major negotiations with internal and external system partners to deliver outcomes set out in national, regional, and local public health policies and strategies