

Job Description

Job title	Public Health Programme Manager- Health Protection
Directorate	PEOPLE : Children and Adults
Division	Public Health
Range	MPR R6
Reports to	Senior Public Health Manager – Health Protection

Main purpose of the job:

To lead the development and implementation of a range of Health Protection interventions, advocating, creating opportunities and facilitating partnerships to deliver against the Public Health, Health protection service plan, including specific high priority programmes such as Vaccine delivery and outbreak management. These programmes are high profile for the organisation and managing the councils reputation is a critical element, so the post holder will be heavily involved in developing the strategy for these programmes and delivering the outcomes with the partners.

Reviewing national policy, understanding best practice, and setting local policy will be an integral part of this role, for all programmes within the portfolio. There will also be responsibility for maintaining active external relationships with others involved in similar work across the country so that Medway's work can inform, and be informed by, emerging best practice. Represent the service at all senior level meetings locally, nationally, and regionally, including delivering formal presentations.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Manage complex programmes, assessing and taking account of known risks, adapting to changes and problems along the way in order to ensure that aims and objectives are achieved and deliver defined outcomes.

Develop, implement, monitor, and evaluate evidence-based public health programmes that focus on the delivery of outcomes and ambitions set out in national and local strategies to improve and to work within

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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.

Build sound and productive working relationships with colleagues and staff groups, engaging others in a credible, persuasive way and maintain active external relationships with others involved in similar work across the country so that Medway's work can inform, and be informed by, emerging best practice.

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.

Collate and critically appraise evidence including ensuring compliance with relevant procedures for governance, risk and control, including assuring the quality of all required information for the governance structure.

Analyse and interpret varied and complex information or situations, developing solutions and/or strategies that take more than a year to formulate.

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

Key Corporate Accountabilities:

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

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

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

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

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

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

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

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

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

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Senior Public Health Manager, Health Protection .

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

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

Working Style:

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

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Person specification

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

Qualifications

Level A

- Post graduate diploma in a relevant discipline and/or with demonstrable experience of working in public health at an operational and strategic level.
- UKHPR registration or a desire to work towards it

Level B (in addition to level A criteria)

- Foundation level qualification in project or programme management

Level C (in addition to levels A and B)

- Management Qualification

Knowledge

Level A

- Knowledge of public health and health protection
- Knowledge of the care home sector
- Knowledge of regulatory standards and how their application across health and social care

Level B (in addition to level A criteria)

- Has 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, and inspection regimes, specialist knowledge of service area.
- Advanced/high level knowledge across a range of disciplines OR in a specialist discipline to effectively undertakes work of a complex and diverse nature
- Is proactive in undertaking and sharing professional development to keep up to date with all key changes in his/her field and develop themselves.

Level C (in addition to levels A and B)

- A developed understanding of designing and delivering programmes/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.
- Uses knowledge to contribute to the development of improved services/policies/procedures.

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- A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services

Experience

Level A

- Experienced in having a major direct impact on the well-being of individuals or groups of people who are reliant on the jobholder
- 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 that may arise from time to time with external contractors, staff and/or service users in a calm and constructive way.

Level B (in addition to level A criteria)

- 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.

Level C (in addition to levels A and B)

- Experience of conducting formal programme evaluations and/or research projects.
- Ability to develop 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

Level A

- A strategic thinker and effective problem solver
- Proficient in the use of Microsoft Word, Excel, Teams and Outlook

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- Full driving valid for use in the UK and access to own transport for work purposes
- Highly developed training and facilitation skills with the ability to deliver training in a group or 1 to 1 setting.
- Personable, confident, and approachable – able to quickly establish rapport and develop new relationships
- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.
- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate

Level B (in addition to level A criteria)

- 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.
- Able to mitigate risks using different approaches such as legislation, licensing, policy, education, fiscal measures.
- Can access and appraise evidence gained through systematic methods and through engagement with the wider research community.
- Can set 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.
- Ability to 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.
- Can scope programmes/projects stating the case for investment, the aims, objectives and milestones.
- Can prioritise, align and deploy resources towards clear strategic goals and objectives.

Level C (in addition to levels A and B)

- Able to apply research techniques and principles to the evaluation of local services and interventions to establish local evidence of effectiveness.

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- Can appraise new technologies, therapies, procedures and interventions and the implications for developing cost-effective equitable services.
- Ability to assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities.
- Can monitor and report on the progress and outcomes of strategy and policy 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.
- Responds constructively to political and other tensions while encouraging a focus on the interests of service users.
- Seeks independent assurance throughout programme/project planning and processes within organisational governance frameworks.