MEDWAY COUNCIL - JOB PROFILE

Job Description

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

Main purpose of job

To support the delivery of evidence-based weight management and wellbeing programmes across Medway, empowering individuals and communities to adopt sustainable lifestyle changes. The role ensures alignment with local and national targets to reduce adult obesity and health inequalities through effective project development, group facilitation, partnership building, and stakeholder engagement. Support measurable improvements in population health and contribute to the long-term reduction of obesity-related risks by undertaking clinical assessments, behavioural interventions, and robust data management.

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

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

Accountabilities and Outcomes

Support, monitor, and review a range of evidence-based projects, contributing to their development, delivery, and evaluation to improve weight management and wellbeing across Medway and ensure these initiatives align with local and national targets for reducing adult obesity and tackling health inequalities, ultimately driving measurable improvements in population health.

Facilitate lifestyle change programmes for groups of up to 15 adults over a 10-week course, conducting pre-assessments that include physical measurements such as blood pressure, height, and weight and empowering participants to adopt sustainable behaviours that enhance long-term health outcomes.

Provide accurate and timely administrative support for programme delivery, including data collection and communication with clients, healthcare professionals, and Public Health teams, maintaining high standards of record-keeping to enable effective coordination, reporting, and continuous improvement of health interventions.

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 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.

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

Key Corporate Accountabilities

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

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

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

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

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

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

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

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

Organisation

This role reports to the project manager/programme manager

The post holder may be required to line manage an apprentice. They may also 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.

Person Specification

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

Qualifications

Level A

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

Level B (in addition)

- Evidence of continued professional development.

Level C (in addition)

- Evidence of continued professional development.

Knowledge

Level A

- Displays the knowledge to interpret technical, procedural or specialist information, and compose correspondence and reports.
- An understanding of designing and managing projects to improve health and reduce inequalities.
- Demonstrate an understanding of the organisation's priorities.

Level B (in addition)

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

Level C (in addition)

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

Experience

Level A

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

Level B (in addition)

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

Level C (in addition)

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

Skills

Level A

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

Level B (in addition)

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

Level C (in addition)

- Access and appraise evidence gained through systematic methods and through engagement with the wider research community.
- Design and conduct public health research based on current best practice and involving practitioners and the public.
- Engage stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services.

- Consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change.
- Influence and strengthen community action by empowering communities through evidence-based approaches