

Job Description

Job title	PH Workforce Training & Projects Officer
Directorate	Children and Adults
Division	Public Health
Range	MPR 4
Reports to	Public Health Workforce Development Manager

Main purpose of the job:

To support the Workforce Development Manager to ensure delivery of training and workforce development projects to a high standard and support the delivery of good quality value for money Public Health services in Medway.

Ensure training programmes and staff development projects are informed by a needs analysis of needs with clear plans for implementation. Liaison with marketing and communication elements of the process and carry out monitoring and reporting processes.

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

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

Accountabilities and outcomes:

Deliver high-quality training programmes including A Better Medway Champions, Making Every Contact Count, and Connect 5, tailored to enhance public health outcomes and community engagement.

Design and develop comprehensive training and development initiatives, including session plans, course materials, and supporting resources, ensuring alignment with strategic objectives and learner needs.

Evaluate training effectiveness through data analysis and assessment methods to measure the impact on health and wellbeing within target populations. Support the administration of the Training Portal.

Contribute to research and evaluation activities that underpin and inform key public health projects, including conducting training needs assessments and supporting data-driven decision-making.

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Engage and collaborate with key stakeholders and decision-makers, ensuring services are effectively communicated, adopted, and embedded within the target communities.

Support the Workforce Development Manager to ensure that all activities are carried out in accordance with legislation, national local and partnership policy and procedures, and are applied using the principles of good practice including ethics and probity and take account of safeguarding policy and standards.

Foster collaborative relationships across Medway, Kent, Surrey, Sussex, and the wider South East region to share best practices, build capacity, and identify opportunities for joint working and represent the organisation at local, regional, and national forums as required.

At manager's discretion, other activities may be assigned that fit the job description.

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.

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 in the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Public Health Workforce Development Manager.

This role may be required to direct, coordinate or train other employees.

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

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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 should be considered essential requirements.

Qualifications

Level A

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

Level B (in addition to level A criteria)

Evidence of continued professional development. A degree level or equivalent level qualification.

Level C (in addition to levels A and B)

Qualification in a relevant degree or masters' level qualification 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 to level A criteria)

Confidently provides good quality advice and guidance based on specialist/technical 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 how to promote population and community HWB addressing the wider determinants of health and health inequalities.

Level C (in addition to levels A and B)

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.

Developed knowledge of working with and through policies and strategies to improve health outcomes.

Experience

Level A

Experience of delivering effective training/education programmes.

Level B (in addition to level A criteria)

Proven track record of delivering successful training / education programmes.

Experience of writing and presenting reports to colleagues, external organisations and the public.

Experience of research and report writing.

Experience of working in or closely with Public Health or other Health agencies or working experience

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Level C (in addition to levels A and B)

Knowledge of Public Health principles and practice, including the determinants of health and measurements of health inequalities

Experience of performance managing contracts where necessary

Proven track record of meeting challenging targets. Demonstrate willingness and determination to set clear goals, strive to attain them and is not deterred by challenges.

Skills

Level A

Demonstrable experience of planning ahead and having the ability to respond positively to change.

Demonstrable experience of contributing to change and listening to new ideas.

Report writing skills.

Demonstrable ability to handle and process cash/documentation relating to small financial amounts if required.

Commitment and willingness to actively pursue professional development and learning opportunities.

Demonstrable ability to analyse and interpret complex information and situations. Ability to develop situations and plans for the medium term. Adopts an imaginative and innovative approach.

Demonstrable ability to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary.

Level B (in addition to level A criteria)

Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.

Demonstrable ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives

Demonstrable ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.

Demonstrate the ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.

Excellent IT and presentation skills.

Ability to identifying relevant sources of information, best practice and benchmarking data to provide context for internal data.

Level C (in addition to levels A and B)

Demonstrable experience of providing guidance on internal procedures relating to employees, and interpret them based on the needs of the individual situations.

Able to work with a wide range of external agencies in order to achieve health and wellbeing and health inequalities goals. Able to influence others who are based externally, to achieve project goals without any direct authority.

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Personal Qualities

Essential

- Has a 'can do' attitude and open to learning
- Works well in a Team
- Good level of negotiation and interpersonal skills
- High level of self-organisational skills
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.
- Ability to deliver difficult messages with empathy and clarity