

Job Title	Range ¹	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Public Health Assistant	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 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.	Salary: £22,597	Salary: £23,299	Salary: £24,000
			Required for this level (in addition to all previous levels, if applicable) Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to level 2A Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to levels 2A and 2B Sector Specific framework: Public Health Skills & Knowledge Framework
			Requirements at level 2A:	Requirements at this level in addition to level 2A:	Requirements at this level in addition to level 2A and 2B:

¹ Salaries accurate as of financial year 2024/25

			<u>Qualifications</u> Minimum of level 4-9 GCSE or equivalent Maths & English <u>Knowledge</u> • Awareness of how role contributes to improving health and wellbeing. • Develops and understanding of procedures for tasks required for role. • Knows how to effectively operate equipment and tools need for the role. • Aware of equal opportunities and impact of actions on others. <u>Experience</u> • Experience of actively listening to understand people's needs and communicating in a positive way <u>Skills</u> • Proficient in Microsoft packages, including Outlook, Word, Teams PowerPoint and Excel • Full driving licence valid for use in UK and access to own transport for work purposes.	<u>Qualifications</u> • Foundation level certificate in role specific qualification or equivalent experience. • Evidence of CPD in relevant discipline. <u>Knowledge</u> • 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, allocating or reallocating work within the team as required. <u>Experience</u> • 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. <u>Skills</u> • Can facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals.	<u>Qualifications</u> • Continuous CPD <u>Knowledge</u> • 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. <u>Experience</u> • 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. <u>Skills</u> • Is able to support and supervise service users either as individuals or groups to meet project outcomes. • Can identify, negotiate and secure resources relevant to role.
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Administrative Support Officer	Range 2	Carry out a range of administrative tasks such as diary management, maintaining accurate electronic and paper-based records, coordinating and supporting meetings, taking minutes, typing and formatting reports, and verbal and written communications that support political and democratic systems. Support the work of other administrative staff when needed, taking responsibility for responding to straightforward queries on behalf of the team and liaising with internal colleagues and external organisations. Demonstrate a commitment to equality and diversity, delivering equitable and fair services for users, challenging 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	Salary: £22,597	Salary: £23,299	Salary: £24,000	
		•	Required for this level (in addition to all previous levels, if applicable)	In addition to level 3A <u>Sector Specific framework:</u>	In addition to levels 3A and 3B <u>Sector Specific framework:</u>	

			Sector Specific framework: Public Health Skills & Knowledge Framework	Public Health Skills & Knowledge Framework •	Public Health Skills & Knowledge Framework
			Qualifications: • Minimum of level 4-9 GCSE or equivalent including Maths & English	Qualifications: • Working towards continued professional development.	Qualifications: • Business Administration (Secretarial) Level 3 (NVQ). • Royal Society of Public Health qualification at foundation level.
			Knowledge: • Has a good understanding of the procedural knowledge and information relevant to the role and all tasks involved in it. • Knows how to correctly interpret basic information in a useful way.	Knowledge: • Has an understanding of the Council's committee processes and procedures.	Knowledge: • Demonstrates an understanding of the organisation's priorities and how this role contributes to the priorities. • Has an awareness of politically sensitive issues and the political process.
			Experience: • Experience of using office equipment. • Previous experience of providing an administrative support service. • Experience of providing general information on established internal finance procedures. • Experience of providing general information, advice and guidance on established organisational finance procedures.	Experience: • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Experience of using the council's financial monitoring systems. • Experience of carrying out a range of tasks and an understanding of the procedures associated with them. • Demonstrable experience of using literacy, numeracy and ICT skills to complete a range of highly complex tasks and assessments such as writing reports, letters,	Experience: • Experience of taking some direct responsibility for the training of new employees on admin based tasks.

				presentations and undertaking complex assessment of need and calculations.	
			<u>Skills:</u> • Proficient in the use of Microsoft Word, Excel, PowerPoint, Teams and Outlook. • Has the ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences including other staff and customers. • Holds a Full driving licence valid for use in the UK or ability to reach relevant destination on time. • Can manage finance and other resources within corporate and/or partnership governance systems, protocol and policy. • Has the written and numerical skills needed to compile straightforward reports, correspondence, calculations.	<u>Skills:</u> • Can take accurate minutes at meetings. • Assess and manage risks associated with sharing data and information, data security and intellectual property • Can respond constructively to political and other tensions while encouraging a focus on the interests of the public’s health. • Demonstrable ability to work within recognised procedures which leave some room for initiative, including lone working, previous experience of responding independently to unexpected problems and situations and only referring to a supervisor/manager for unusual or difficult problems. • Shows a willingness to participate in learning and development.	<u>Skills:</u> • Identify, negotiate and secure resources relevant to role. • Able to successfully ensure information is provided in line with time scales and deadlines.

			• Can manage data and information in compliance with policy and protocol. • Ability to explain straightforward tasks to others, when required. • Good judgement, including when working under pressure. • Ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems. • Ability to be polite and courteous when dealing with members of the public.		
Health Improvement Assistant – Finance Officer	Range 3	Support the directorate’s senior management team through the provision of administrative support, including diary management, call handing, written and verbal confidential communications, and ensuring adequate office supplies are maintained. Operate within the decision making, administrative and reporting processes that support political and democratic system. Manage the team’s finance processes and budget plans including carrying out	Salary: £24,525	Salary: £26,897	Salary: £29,268
			Required for this level (in addition to all previous levels)	In addition to level 3A	In addition to levels 3A and 3B
			Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications:	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: • Evidence of continued	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: • Foundation level certificate in role specific qualification (or equivalent experience)

		administration of transactions, settlement, and reconciliation, advising on budget efficiency and any risks whilst working within professional and ethical boundaries. Carry out a range of complex tasks including analyses of data, liaison with suppliers, collation, presentation and dissemination of good practice/knowledge, and organising resources and funding whilst applying the principles underpinning public service. Assist the Health Improvement advisers during busy periods and periods of leave, making sure that all work is within the legislative framework that underpins public service provision to maximise opportunities to protect and promote health and wellbeing. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed.	• Minimum of 5 GCSE's (grades 4-9) or equivalent • BTEC in Public Administration, Business Studies or equivalent • Business Administration Level 3 (NVQ)	professional development	
			Knowledge: • Has a good understanding of the procedural knowledge and information relevant to the role and all tasks involved in it. • Has knowledge of and understands finance processes and/or basic budgeting. • Knows how to correctly interpret basic budget monitoring information in a useful way.	Knowledge: • Has an understanding of the Council's democratic committee processes and procedures.	Knowledge: • Demonstrates an understanding of the organisation's priorities and how this role contributes to the priorities. • Has knowledge of good financial practice in accordance with local requirements, as set out in financial regulations and procedures. • Has an awareness of politically sensitive issues and the political process. •
			Experience: • Experience of developing and implementing clear and well thought out administrative and forward planning system across a range of services and/or individuals. • Experienced in using financial monitoring systems. • Experience of using literacy, numeracy and ICT skills to complete a range of highly complex tasks and assessments such as writing reports,	Experience: • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Offers solutions for improvements to working practices and identifies where more efficient working could make savings. • Experienced in working within recognised procedures which leave some room for initiative, including	Experience: • Experience of taking some direct responsibility for the supervision, co-ordination or training of other employees.

			letters, presentations and undertaking complex assessment of need and calculations. • Experienced in using written and oral communication skills to present varied information in an understandable way to a range of audiences including other staff and customers. • Experience of providing advice and guidance on internal procedures in relation to the wellbeing of people. • Experience of providing general information, advice and guidance on established internal human resources procedures. • Experience of providing general information, advice and guidance on established internal finance procedures.	lone working, previous experience of responding independently to unexpected problems and situations and only referring to a supervisor/manager for unusual or difficult problems.	
			Skills: • Proficient in the use of Microsoft Word, Excel, PowerPoint Teams and Outlook. • Full driving licence, valid for use in the UK and access to own transport for work purposes or ability to travel to other locations. • Ability to use specialist IT packages	Skills: • Able to assess and manage risks associated with sharing data and information, data security and intellectual property. • Respond constructively to political and other tensions while encouraging a focus on the interests of the public's health.)	Skills: • Works 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 Identify, negotiate and secure sources of funding and/or other resources.

			such as Microsoft Project. • Able to manage finance and other resources within corporate and/or partnership governance systems, protocol and policy. • Can manage data and information in compliance with policy and protocol. • Successfully ensures information is provided in line with time scales and deadlines. • Accurately monitors finances to avoid wastage and keep within agreed budgets. • Ensures expenditure is properly authorised and controlled, highlighting any budget difficulties to line manager. • Ability to communicate with others to improve outcomes and deliver against shared goals. • Can facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals. • Good judgement, including when working under pressure. • Ability to coordinate, prioritise and direct work with minimum guidance at times under pressure.	• Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks. • Shows a willingness to participate in learning and development.	

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. Discuss service specific matters in a supportive manner, being sensitive and responsive to individual service user needs and working within professional and ethical boundaries. Provide a range of service specific support, adhering to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice standards. 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. Demonstrate a commitment to equality and diversity,	Salary: £24,525	Salary: £26,897	Salary: £29,268
			Required for this level (in addition to all previous levels)	In addition to level 3A	In addition to levels 3A and 3B
			Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Educated to degree level, or an equivalent qualification in relevant discipline, or demonstrable experience of working in a public health setting or within an equivalent programme in a similar setting.	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Evidence of continued professional development.	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Evidence of further professional development or working towards UKPHR practitioner registration.

		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.			
			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 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 service targets and works towards achieving them as a part of a team.	Knowledge: • Shows a good understanding of the evidence-base and evidence sources relating to the role. • Has a good understanding of performance monitoring and evaluation. • Demonstrate an understanding of the organisation's priorities.	Knowledge: • Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role. • Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities. • Awareness and understanding of how budget allocations affect decisions relating to service delivery.
			Experience:	Experience:	Experience:

			• 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.	• Demonstrable experience of contributing to the development of effective partnerships to facilitate the implementation of health improvement projects or other inter-agency interventions.	• 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, able to identify own development needs and able to coach and work with others to share best practice and new knowledge.
			<u>Skills:</u> • 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 promote ethical practice with an understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities	<u>Skills</u> • Identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities. • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods. • Shows a willingness to participate in	<u>Skills</u> • Contribute to the development and/or implementation of standards, protocols, and procedures, incorporating national 'best practice' guidance into local delivery systems. • Able to contribute in engaging stakeholders (including service users), in service design and development, to deliver accessible and equitable person-centred services. • Can adapt to change, manage uncertainty, solve problems, and clear goals with lines of accountability in

			• Can interpret and present data and information • Able to manage data and information in compliance with policy and protocol. • 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. • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. • Able to Influence and strengthen community action by empowering communities through evidence-based approaches. • Can 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. • Can facilitate dialogue with groups and communities to improve health	learning and development.	complex and unpredictable environments.
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			literacy and reduce inequalities using a range of tools and technologies. • 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, good organisation skills, the ability to accurately record and report on activities and outcomes. • Awareness of barriers to behaviour change.		
Public Health Project Coordinator	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. .	Salary: £24,525	Salary: £26,97	Salary: £29,268
			Required for this level (in addition to all previous levels)	In addition to level 3A	In addition to levels 3A and 3B
			<u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework	<u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework	<u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework
			<u>Qualifications:</u> • Educated to degree level, or an equivalent qualification in relevant discipline, or demonstrable experience of	<u>Qualifications:</u> • Evidence of continued professional development	<u>Qualifications:</u> • Evidence of further professional development or working towards UKPH Practitioner Registration.

		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. Set up and participate in meetings, advocating public health principles and action to protect and improve health and wellbeing appropriate to the target audience. 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.	working in a public health setting.		
			Knowledge: • Knowledge of public health and the wider determinants of health. • Has a good understanding of the procedural knowledge and information relevant	Knowledge: • Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.	Knowledge: • Demonstrates knowledge of the full range of procedures, policies, and concepts involved in the role. • Demonstrate an understanding of the organisation's priorities and how this role contributes to the priorities.

			to the role and all tasks involved in it. • 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. • Has an awareness of budget considerations and constraints governing project delivery. • Understand barriers to behaviour change and will apply behaviour change techniques to support service users to make healthy lifestyle choices.	• Demonstrate an understanding of the organisation's priorities. • Knowledge of developing and delivering education, training, and group facilitation.	
			Experience: • 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	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.

			Experience of working in a multi-disciplinary team.	make a behaviour change or influencing people to undertake a course of action using motivational interviewing or CBT principles.	
			<u>Skills:</u> - 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 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 work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way. - Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range	<u>Skills:</u> - 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. - Shows a willingness to participate in learning and development	<u>Skills:</u> - 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. - Can adapt to change, manage uncertainty, solve problems, and clear goals with lines of accountability in complex and unpredictable environments.

			of audiences and stakeholders. • Influence and strengthen community action by empowering communities through evidence-based approaches. • Can 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 and outcomes are important attributes for this role. • Able to work independently, planning their own		
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			workload, and manage their time effectively whilst working to deadlines.		
Executive Support Officer	Range 4	Support the Director of Public Health and wider Senior Management Team to ensure that Public Health objectives are accomplished and that operations run efficiently, maintaining and refining internal processes, managing communication and liaising with internal and external agencies on a variety of projects and tasks. Maintain active communication with key stakeholders, including Medway Council Members, public representatives and key personnel at partner research/academic institutions and agencies to ensure staff and relevant partners are reminded of key deadlines and project milestones. Manage the administration of the Director’s programme of meetings to ensure that all necessary arrangements are in place to effectively facilitate the meeting. This will include booking rooms, sending invites, preparing and sending agendas, documents and minutes, arranging refreshments, arranging parking and travel permits if required. Assist with event planning and coordination and support management at meetings, including taking meeting minutes, updating meeting actions and updating action logs and following up on actions	Salary: £29,793	Salary: £32,602	Salary: £35,410
			Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to level 4A Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to levels 4A and 4B Sector Specific framework: Public Health Skills & Knowledge Framework
			Qualifications: • Minimum of 5 GCSE’s (grades 4-9) or equivalent.	Qualifications: • BTEC Business Studies, Public Administration, or Business Administration (Secretarial) Level 4 NVQ qualification (or equivalent experience). • Royal Society of Public Health qualification at foundation level	Qualifications: • Evidence of continued professional development

		ensuring that all administrative aspects are in place. Manage and motivate staff to deliver successful public health projects and programmes to improve the health and wellbeing of residents. Manage payments and payment records, including supplier set up, invoices, raising Purchase Orders and maintaining payment logs ensuring that financial information and procedures are accurate, up to date and in accordance with finance regulations and Council procedures. Draft and/or update documents/presentations as required, e.g. Terms of Reference, Ways of Working, meeting presentations ensuring the delivery of high quality products that meet the needs of all parties. Manage and organise Public Health files on SharePoint to ensure easy access, retrieval of information and data security and handle confidential and sensitive information with discretion and professionalism. Maintain flexibility in a working schedule (this may include outside standard office hours i.e. late afternoon/evening/occasional weekend) that supports senior Public Health management.			
			Knowledge: • Knowledge of the local government sector and understanding of	Knowledge: • Knows how to analyse and interpret technical, procedural, or specialist	Knowledge: • Confidently and consistently provides good quality advice and guidance based on specialist/technical

			relevant legislation. • Knowledge of executive administrative practices at a senior level, including minute taking, diary management, travel planning, event management. • Shows a detailed knowledge of the technical/specialist or service specific practices and procedures required for the role. • Awareness of the Council's committee processes and procedures. • Is aware of politically sensitive issues and the political process • Understands the organisation's priorities and how their role fits in and can explain this to others.	information and compose correspondence and reports, using technology as required. • Understands the Council's committee processes and procedures. •	knowledge. • Knowledge, skills and experience of research and information techniques including statistical and qualitative data analysis, the interpretation of findings and effective presentation of results.
			Experience: • Experience of executive administrative practices at a senior level including minute taking, diary management, travel planning, event management. • Experience of working to a high level of professionalism and ability to maintain confidentiality and keep sensitive information secure.	Experience: • Experience of working in a local government office or similar partner agency • Experience of inter-agency working with broad range of statutory and non-statutory organisations. • Offers solutions for improvements to working practices and identifies where more efficient working could make savings.	Experience: • Experience of line management and coaching and development of direct report(s).

			• Experience of developing plans for the medium term (several months up to a year) to ensure that work is completed to the standard and timescales required. • Experience of dealing with difficult issues that may arise from external contractors, staff, and/or service users in a calm and productive way. • Experience of dealing with high levels of work-related pressure, for example from deadlines, interruptions and/or conflicting demands. • Experience of providing advice and guidance on internal procedures in relation to the wellbeing of people. Experience of using financial monitoring systems • Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve their objectives, and be accountable for team members' actions.	• Experienced in working independently within recognised procedures and able to apply initiative when responding independently to unexpected problems and situations and only referring to a supervisor/manager for unusual or difficult problems.	
			Skills: • Proficient in the use of Microsoft Word, Excel, PowerPoint Teams and Outlook.	Skills: • Can respond constructively to political and other tensions while encouraging a focus on the	Skills: • Work to understand, and help others to understand, political and democratic processes that can be used to support health and wellbeing and reduce inequalities.

			• Full driving licence or ability to reach relevant destination on time. • Ability to undertake executive administrative practices at a senior level including minute taking, diary management, travel planning, event management. • Able to work to a high level of professionalism and ability to maintain confidentiality and keep sensitive information secure. • Manage finance and other resources within corporate and/or partnership governance systems, protocol and policy. • Can manage data and information in compliance with policy and protocol. • Successfully ensures information is provided in line with time scales and deadlines. • Ability to communicate with others to improve	interests of the public's health. • Able to seek independent assurance throughout planning processes within organisational governance frameworks. • Shows a willingness to participate in learning and development. •	• Able to identify, negotiate and secure sources of funding and/or other resources. • Demonstrable ability to undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors.
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			outcomes and deliver against shared goals. • Good judgement, including when working under pressure. • Ability to coordinate, prioritise and direct work with minimum guidance at times under pressure. • Can assess and manage risks associated with sharing data and information, data security and intellectual property. • Developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.		
Advanced Public Health Practitioner	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	Salary: £29,793	Salary: £32,602	Salary: £35,410

		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 codes, employer behaviour frameworks and practice standards. 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			
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		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.			
			Required for this level (in addition to all previous levels) <u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework	In addition to level 4A <u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework	In addition to levels 4A and 4B <u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework
			<u>Requirements at this level:</u> <u>Qualifications:</u> Educated to degree level in relevant discipline (or equivalent), or demonstrable experience of working in a health or care setting.	<u>Requirements at this level in addition to level 4A:</u> <u>Qualifications:</u> Education, training, or group facilitation experience, qualification, or course.	<u>Requirements at this level in addition to level 4A and 4B:</u> <u>Qualifications:</u> Qualification in behaviour change therapies, weight management, nutrition, diabetes awareness.
			<u>Knowledge:</u> - Knowledge of motivational interviewing. - Excellent knowledge of all Public Health services to enable effective referrals and signposting. - Displays the knowledge to interpret technical, procedural or specialist information, and compose correspondence and reports.	<u>Knowledge:</u> - 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	<u>Knowledge:</u> - 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 health and wellbeing, addressing the wider determinants of health and health inequalities.

			• An understanding of designing and managing projects to improve health and reduce inequalities. • Demonstrate an understanding of the organisation's priorities.	obesity agenda, including models of behaviour change. • 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.	• Developed knowledge of working with and through policies and strategies to improve health outcomes.
			Experience: • 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	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.

			contribution and sustain commitment to deliver shared objectives. • 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 applying practical and/or procedural knowledge in a specialist area, as well as the ability to turn theoretical knowledge into practical applications. • Experience of understanding of patient needs and being able to manage their expectations. • 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. • Demonstrable experience of using data and intelligence to inform decision making and find creative solutions.		
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			• 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 working in a multi-disciplinary team and providing line management or supervisory direction and guidance to other staff.		
			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. • Able to promote ethical practice with an understanding of the ethical dilemmas that might be faced	Skills: • 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 decision making, planning,	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

			when promoting population health and reducing health inequalities. • Can interpret and present data and information. • Ability to design and deliver engaging and impactful presentations relating to job role. • Manage data and information in compliance with policy and protocol. • 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. • 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. • Manage public perception and convey key messages	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.	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.
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			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. • 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. Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking. • Able to manage and prioritise own caseload, taking into account the needs, priorities, and any		
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			urgent support required by families. Shows a willingness to participate in learning and development.		
Commissioning Project Officer	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'. 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 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.	Salary: £29,793	Salary: £32,602	Salary: £35,410
			Required for this level (in addition to all previous levels)	In addition to level 4A	In addition to levels 4A and 4B
			Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in commissioning and contract management in a health or social care setting or other area relevant to the role.	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: - Foundation level certificate in role specific qualification (or equivalent experience) - Evidence of continued professional development	Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Evidence of working towards a management level qualification, e.g., project management, contract management, line management, (or equivalent experience).

		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.			
			Knowledge: - Displays the knowledge 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: - 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. - 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: Experience of inter-agency working with broad range of statutory and non-	Experience: Experience of building alliances and partnerships to plan and implement	Experience: Experience of conducting formal project evaluations and/or research projects.

			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. • 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,	programmes and services that share goals and priorities. • Experience of evaluating partnerships and addressing barriers to successful collaboration.	• 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 and work with others to share best practice and new knowledge.
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			and be accountable for team members' actions.		
			<u>Skills:</u> • 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 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	<u>Skills:</u> • 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. • Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation. • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences using different methods.	<u>Skills:</u> • 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.

			evidence-based approaches. • 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. • Shows a willingness to participate in learning and development		
Public Health Project Officer	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.	Salary: £29,793	Salary: £32,602	Salary: £35,410
			Required for this level (in addition to all previous levels) <u>Sector Specific framework:</u> • Public Health Skills & Knowledge Framework	In addition to level 4A <u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework	In addition to levels 4A and 4B <u>Sector Specific framework:</u> Public Health Skills & Knowledge Framework
			<u>Qualifications:</u> • Educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in a health, care, or customer focused setting.	<u>Qualifications:</u> • Foundation level certificate in role specific qualification (or equivalent experience) • Evidence of continued professional development.	<u>Qualifications:</u> • Evidence of working towards a management level qualification, e.g., project management or line management (or equivalent experience).

		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. 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.			
			Knowledge: - 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.	Knowledge: - 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.	Knowledge: - 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.

				• An understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	
			Experience: • 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. • 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: • 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.

			• 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.		
			<u>Skills:</u> • 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	<u>Skills:</u> • 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. • Can communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diversity of audiences	<u>Skills:</u> • 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.

			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. • Can influence and strengthen community action by empowering communities through evidence-based approaches. • 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. • Shows a willingness to participate in learning and development. •	using different methods.	
Senior Public Health Practitioner	Range 5	Undertake daily contact with service users to establish	Salary: £35,935	Salary: £38,775	Salary: £41,614

		rapport, gain trust, and carry out general health and 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. Develop personal professional practice, adhering to professional codes of conduct, occupational membership codes, employer behaviour frameworks and practice	Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: - Registered Nursing/Dietetics qualification or equivalent clinical professional qualification. - Educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in a public health setting.	In addition to level 5A Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Qualification in behaviour change therapies, weight management, nutrition or diabetes awareness.	In addition to levels 5A and 5B Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: Postgraduate course or other evidence of advanced knowledge relating to public health.
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		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			
			Knowledge: • The post holder will have sufficient knowledge to work autonomously and make clinical decisions in the best interests of the service user. • 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	Knowledge: • Awareness of common methods for assessing health and lifestyle behaviours. • 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. • A solid understanding of how to promote population and community HWB	Knowledge: • 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.

			managing projects to improve health and reduce inequalities. • Demonstrate an understanding of the organisation's priorities. • A full understanding of the aetiology 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.	addressing the wider determinants of health and health inequalities.	
			Experience: • Extensive 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. • Demonstrable experience of using	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: • 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.

			data and intelligence to inform decision making and find creative solutions • Experience of analysis and report writing. • 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. • Experienced in working with communities, groups, and individuals to develop local resources and services that support their health and wellbeing. • 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.		
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			• 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.		
			<u>Skills:</u> • 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 promote ethical practice with an understanding of the ethical dilemmas that	<u>Skills:</u> • 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	<u>Skills:</u> • Monitor and report 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

			might be faced when promoting population health and reducing health inequalities. • Ability to record highly accurate patient notes (both hand-written and electronic), adhering to all clinical governance standards. • 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. • 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	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. • 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. • 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. • Consult and listen to individuals, groups, and communities likely to be affected by planned intervention or change.	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.
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			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. • 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. • Shows a willingness to participate in learning and development		
Senior Public Health Project Officer	Range 5	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. Develop, implement, monitor, and evaluate evidence-based public health projects that focus on the delivery of	Salary: £35,935	Salary: £38,775	Salary: £41,614
			Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework •	In addition to level 5A Sector Specific framework: Public Health Skills & Knowledge Framework •	In addition to levels 5A and 5B Sector Specific framework: Public Health Skills & Knowledge Framework
			Qualifications:	Qualifications:	Qualifications:

		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. 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	• Educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in a public health setting.	• Foundation level certificate in role specific qualification (or equivalent experience) • Evidence of continued professional development	• Foundation level qualification in management (or equivalent experience) • Foundation level qualification in project management (or equivalent experience)
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		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, administrative and reporting processes that support political and democratic systems. Act with integrity, consistency and purpose, and take responsibility for own personal development, ensuring that service specific knowledge and understanding is maintained and developed.			
			<u>Knowledge:</u> • Shows 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.	<u>Knowledge:</u> • 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.	<u>Knowledge:</u> • 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

			• An understanding of designing and managing projects to improve health and reduce inequalities. • Demonstrate an understanding of the organisation's priorities.	• A solid understanding of how to promote population and community HWB addressing the wider determinants of health and health inequalities.	policies and strategies to improve health outcomes.
			Experience: • Demonstrable experience of using data and intelligence to inform decision making and find creative solutions. • Experience of analysis and report writing. • 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 of developing and delivering education, training, and group facilitation	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: • 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.

			• 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. • 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,	Skills: • Respond constructively to political and other	Skills: • Monitor and report on the progress and outcomes of strategy and policy

			Excel, PowerPoint, Teams and Outlook. • Full driving licence valid for use in the UK or ability to travel to 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. • 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. • 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	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. • Seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.	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. • Develops high performing, motivated teams, encouraging the development of skills, experience, and ambition of others at all levels to enhance flexibility of services. .
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			organisations, communities, and/or individuals. • Develop and/or implement standards, protocols, and procedures, incorporating national ‘best practice’ guidance into local delivery systems. • 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. • Shows a willingness to participate in learning and development.		
Senior Partnership Commissioner	Range 6	Lead on a range of activities that form part of the commissioning cycle and	Salary: £42,139	Salary: £44,915	Salary: £47,691

		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. Develop the provision of high-quality community-based services, business cases and reports, service specifications, analyses of need, demand, spend, and performance data, 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	Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework • Qualifications: • Postgraduate Diploma in relevant discipline, or educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in commissioning and contract management in a health or social care setting or other area relevant to the role.	In addition to level 6A Sector Specific framework: Public Health Skills & Knowledge Framework • Qualifications: • Foundation level qualification in project or programme management (or equivalent experience).	In addition to levels 6A and 6B Sector Specific framework: Public Health Skills & Knowledge Framework Qualifications: • Management qualification.
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		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 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.			
			Knowledge:	Knowledge:	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.	• Shows 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. • Effectively undertakes work of a complex and diverse nature, which requires advanced/high level knowledge across a range of disciplines OR in a specialist discipline. • Is proactive in undertaking and sharing professional development to keep up to date with all key changes in his/her field and develop themselves. • Understanding of procurement legislation and public sector purchasing procedures.	• 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. • 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: • Experience of inter-agency working with broad range of statutory and non-statutory organisations.	Experience: • Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and	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

			• 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 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.	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.	demonstrable experience of setting clear boundaries for responsibility to ensure individual development is linked to this.
			<u>Skills:</u> • 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	<u>Skills:</u> • 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	<u>Skills:</u> • 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.

			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	outcomes and reduce health inequalities. • Able to 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. • 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. • Can apply the principles of social marketing and/or behavioural science to reach specific groups and	• Assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities. • 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 processes within organisational governance frameworks.
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			tailored to meet the needs of a wide range of audiences and stakeholders. • 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.	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.	
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			• Manages public perception and convey key messages using a range of media processes. • 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.		
Public Health Programme/Project Manager	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. 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. 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	Salary: £42,139	Salary: £44,915	Salary: £47,691

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		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 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,			
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		and outcome are delivered within budget allocations.			
▲			Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to level 6A Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to levels 6A and 6B Sector Specific framework: Public Health Skills & Knowledge Framework
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▲			Qualifications: Postgraduate Diploma in relevant discipline or educated to degree level (or equivalent) in a relevant discipline, or demonstrable experience of working in project management in a health or social care setting or other area relevant to the role.	Qualifications: Foundation level qualification in project or programme management (or equivalent experience).	Qualifications: Management qualification.
▲			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: - Shows 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. - Effectively undertakes work of a complex and diverse nature, which requires advanced/high level	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. - 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,

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				knowledge across a range of disciplines OR in a specialist discipline. • Is proactive in undertaking and sharing professional development to keep up to date with all key changes in his/her field and develop themselves.	risks, inequalities and use of services
			Experience: • 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. • Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches to public	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.

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			health that deliver intended objectives, savings and performance targets.		
▲			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 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. • 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	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. • 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. • 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,	Skills: • 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 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.

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			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.	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.	
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			• 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. • Can 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 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.		
Programme Lead	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	Salary: £48,216	Salary: £50,588	Salary: £52,959

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		outcomes, performance targets, and measurable 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. 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 partnerships to build resilience to work through			
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		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 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			
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		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.			
			Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to level 7A Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to levels 7A and 7B Sector Specific framework: Public Health Skills & Knowledge Framework
			Qualifications Educated to degree level (or equivalent level of knowledge and experience)	Qualifications Foundation level qualification in programme management (or equivalent experience)	Qualifications - MSc in Public Health (or equivalent level of knowledge and experience) - Working towards practitioner level qualification in programme management.
			Knowledge Knowledge of health and social care policies, procedures and local authority/public sector regulations and inspection regimes, specialist knowledge of commissioning area.	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	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.

				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 • 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	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.	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

			in a politically sensitive environment • Demonstrable experience of handling and processing cash/documentation relating to considerable financial amounts accurately. • Demonstrable experience of being accountable for small expenditures of up to £10000 from an agreed budget or income, with supervision Or Demonstrable experience of providing general information, advice and guidance on internal procedures relating to finance. • Experience of line managing others, providing direction, monitoring progress and empowering them to achieve objectives. And/or demonstrable experience of providing guidance on internal policies and procedures relating to employees and interpret them based on the needs of individual situations. • Experience of designing and managing projects and programmes to improve health and reduce health inequalities.		
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			<u>Skills</u> • 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 • Ability to communicate with others to improve health outcomes and reduce health inequalities • Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and	<u>Skills</u> • Ability to use highly developed communication skills 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.	<u>Skills</u> • 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
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			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. • 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		
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			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	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. 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	Salary: £48,216	Salary: £50,588	Salary: £52,959

		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.			
			Required for this level (in addition to all previous levels) Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to level 7A Sector Specific framework: Public Health Skills & Knowledge Framework	In addition to levels 7A and 7B Sector Specific framework: Public Health Skills & Knowledge Framework
			Qualifications Educated to degree level (or equivalent level of knowledge and experience)	Qualifications Foundation level qualification in programme management (or equivalent experience)	Qualifications - MSc in Public Health (or equivalent level of knowledge and experience) - Working towards practitioner level qualification in programme management.
			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	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	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

			and how to apply them • <u>A developed understanding of Council policies and procedures, relevant to role.</u> • <u>Knowledge of the Council's financial regulations and processes.</u>	population and community HWB addressing the wider determinants of health and health inequalities • Experience of designing and managing projects and programmes to improve health and reduce health inequalities	• Extensive knowledge of working with and through policies and strategies to improve health outcomes. •
			<u>Experience</u> • 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	<u>Experience</u> • 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	<u>Experience</u> • 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.

				projects and programmes to improve health and reduce health inequalities.	
			<u>Skills</u> • Proficient in the use of Microsoft Word, PowerPoint, Excel, Teams and Outlook • Full driving 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 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	<u>Skills</u> • 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 thinking by listening, presenting ideas convincingly and persuasively, and to lead major negotiations •	<u>Skills</u> • 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

			• 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.		
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