MEDWAY COUNCIL - JOB PROFILE

Job Description

Job Title	**Public Health Programme Manager – Healthy Places and Communities**
Directorate	**PEOPLE: Children and Adults**
Division	**Public Health**
Range	**MPR 6**
Reports to	**Senior Public Health Manager**

Main purpose of job

The main purpose of the role is to improve health and wellbeing and reduce health inequalities through addressing the building blocks of health. The building blocks of health are a diverse range of social, economic and environmental factors which influence people's mental, physical, and social health. Systematic variation in these factors constitutes social inequality, which is an important driver of health inequalities. In Medway we are committed to reducing inequalities and improving health and wellbeing for all so people have healthier and longer lives.

The postholder will co-ordinate the development, implementation, and evaluation of a broad portfolio of evidence-based, cross organisational, multi-disciplinary projects to improve service specific objectives, reduce health inequalities, and promote prevention of avoidable ill health and premature mortality.

The postholder will be responsible for the day-to-day operational management, programme oversight, performance monitoring, project coordination, staff supervision, and risk management across the Social Health workstream in the Healthy Places and Communities portfolio.

The postholder will lead across a diverse range of functions and programmes, managing competing priorities and responding flexibly to emerging issues and organisational requirements. They must be comfortable managing ambiguity, balancing competing priorities, and leading both people and relationships across a complex system, while operating with a high degree of autonomy and accountability

Key Responsibilities:

- Provide leadership and management to a team delivering a broad portfolio of programmes and initiatives that address the building blocks of health and reduce health inequalities.

- Develop and sustain effective relationships across local government, health, voluntary, community and faith sector partners to support a whole-system approach to improving population health.

- Maintain oversight of a broad portfolio of public health programmes and priorities, identifying opportunities to align priorities, resources and activity to maximise impact and deliver shared outcomes for local communities.

- Foster partnership working and collaboration across organisations and sectors, enabling stakeholders to work collectively to address complex public health challenges and deliver strategic objectives.

- Lead and support teams through organisational change, providing clear direction, exercising professional judgement and ensuring delivery within a dynamic and evolving environment.

The postholder will work in the context of Medway's 'Joint Local Health & Wellbeing Strategy' and focus on the delivery of outcomes in the Public Health Outcomes Framework. To act as the focal point for partnership development and networking for the service area and support Medway Council to achieve their strategic and overarching objectives.

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

Accountabilities and Outcomes

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 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, and outcome are delivered within budget allocations.

Under the guidance of the line manager, additional tasks that align with the scope of the role and departmental priorities that may be considered and agreed upon as necessary.

Key Corporate Accountabilities

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

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

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

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

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

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

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

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

Organisation

This role reports to the Senior Public Health Manager.

The post holder will have line management responsibility and will be required to direct, coordinate or train other employees.

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

Working Style

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. A significant proportion of the role will require you to work from the office as well as out in the community, attending face-to-face meetings and events across Medway. This is non-negotiable.

Person Specification

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

Qualifications

Level A
- Educated to degree level or equivalent in relevant discipline.

Level B (in addition)
- Evidence of CPD

Level C (in addition)
- Evidence of CPD

Knowledge

Level A

- 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.

Level B (in addition)

- Shows a good understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.
- Knowledge of public health policies, procedures and local authority/public sector regulations, and inspection regimes, specialist knowledge of service area.
- Effectively undertakes work of a complex and diverse nature, which requires advanced/high level knowledge with the public health discipline relevant to their role.
- Is proactive in using latest evidence and research to develop own practice.

Level C (in addition)

- 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

Level A

- Demonstrable experience of working in project management in a health or social care setting or other area relevant to the role.
- Experience of inter-agency working with broad range of statutory and non-statutory organisations.
- Strong commercial acumen and excellent financial management skills relevant to the realm of public health and ability to identify and achieve savings.
- Experience in connecting communities, groups, and individuals to local resources and services that support their health and wellbeing.

- Experience of dealing with difficult issues and resolving conflict 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.

Level B (in addition)

- Experience of influencing and coordinating other organisations and agencies to increase their engagement with health and wellbeing, ill health prevention and health inequalities.
- Experience of building alliances and partnerships to plan and implement programmes and services that share goals and priorities.
- Experience of evaluating partnerships and addressing barriers to successful collaboration.
- Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning.

Level C (in addition)

- Experience of conducting formal project evaluations and/or research projects.
- Ability to develop long and short-term plans which align to the wider service plan and demonstrable experience of setting clear boundaries for responsibility to ensure individual development is linked to this.

Skills

Level A

- 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.
- Manage data and information in compliance with policy and protocol.
- Collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.
- Predict future data needs and develop data capture methods to obtain it.
- Quality assure and audit services and interventions to control risks and improve their quality and effectiveness.
- Ability to work collaboratively and build sound and productive working relationships with colleagues, partners and staff groups and can engage others in a credible, persuasive way.
- Clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.

- Advocate commissioning principles and action to deliver improved health outcomes.
- Possess, and display, high levels of autonomy and initiative.
- Act with integrity, consistency and purpose, and continues own personal development.
- Facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals.
- Engage stakeholders, (including service users), in service design and development, to deliver accessible and equitable person-centred services.
- Specify and agree service requirements and measurable performance indicators to ensure quality provision and delivery of desired outcomes.
- Adapt to change, manage uncertainty, solve problems, and align clear goals with lines of accountability in complex and unpredictable environments.
- 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.
- The postholder should be 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.

Level B (in addition)

- 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.
- Set service priorities, balancing needs with the evidence base and the economic case for investment.
- Able to engage others, build relationships, manage conflict, encourage contribution and sustain commitment to deliver shared objectives.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diverse range of audiences using different methods.
- To demonstrate awareness of and sensitivity to cultural subtleties when working with diverse communities.
- Apply the principles of social marketing and/or behavioural science to reach specific groups and communities with enabling information and ideas.
- Scope programmes/projects stating the case for investment, the aims, objectives and milestones.

- Prioritise, align and deploy resources towards clear strategic goals and objectives.

Level C (in addition)

- 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.
- Consult and listen 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.