

Public Health Project Officer (Range 4)

EVIDENCE FOR PROGRESSION TO LEVEL A	EVIDENCE FOR PROGRESSION TO LEVEL B	EVIDENCE FOR PROGRESSION TO LEVEL C
<u>Qualifications:</u> <ul style="list-style-type: none"> Qualification certificates or via job application/interview questions 	<u>Qualifications:</u> <ul style="list-style-type: none"> Learning log or evidence of learning/development undertaken 	<u>Qualifications:</u> <ul style="list-style-type: none">
<u>Knowledge:</u> <ul style="list-style-type: none"> Job application and via interview scenario-based questions. 	<u>Knowledge:</u> <ul style="list-style-type: none"> Evidence demonstrating technical/specialist knowledge and performance monitoring and evaluation and how this is applied to work. This may take the form of emails, data input, service level agreements written, end of quarter performance monitoring and project evaluation reports. Provide verbal overview of One Medway Council Plan and how own role contributes to the organisational priorities. Provide observation/line manager statement of 3 different examples of providing advice and guidance using own specialist/technical knowledge. Verbally describe knowledge of how to promote population health whilst addressing the wider determinants of health and health inequalities, giving an example of where this has been put into practice. 	<u>Knowledge:</u> <ul style="list-style-type: none"> Verbally describe knowledge of a range of procedures, policies, and concepts involved in the role and provide examples of where these have been applied. Provide 3 different examples of measuring and monitoring population health, health needs, risks, inequalities, use of services. Evidence may be producing or contributing to a health needs assessment, review, analyses, and report or summary of own project activity and outcomes. Verbally describe knowledge of how population health, health needs, risks, inequalities, wider determinants, and service uptake can be promoted, measured and monitored, the tools available to do this and examples of application in own role. 1-1 records describing knowledge of national and local policies and strategies referred to and used to improve health outcomes and why these documents provide leverage for action. Provide 3 different examples of how policies and strategies have informed work carried out within role. Quantify improved health

		outcomes leading from this work.
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Job application and via interview scenario-based questions. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 18 months at 4A • Provide at least 3 different examples of emails, agendas, presentations, or minutes evidencing alliances built, contributions made by alliance members, and activity and outcomes delivered through alliances. Registers showing attendance and engagement. • Provide at least 3 evaluation reports or observations and line management statements or verbally explain at 1-1 or assessment how partnerships have been evaluated, describe barriers identified and how these have been addressed and quantify outcomes delivered as a result. 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 18 months at 4B • Provide 3 different examples of conducting formal project evaluations and/or research projects and the conclusions/project plans. • At least 3 examples of Line manager statements/ observations of taking initiative and sharing of best practice and knowledge in a variety of forums, e.g., speaking up at meetings, presentations, contributing to papers written. Produce own personal development plan showing self-identified development needs. • Line manager observation/feedback of supervision of staff, facilitating empowerment and providing direction to achieve objectives whilst retaining accountability. •
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Job application and via interview competency based questions. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide line manager statement of 3 different examples of where written/or observed verbal response made in situations involving political or other tensions, whilst encouraging a focus on public health. • Provide evidence of emails/correspondence/reports/minutes/data sets evidencing effective ongoing collaborative work with system partners on at least 3 occasions to deliver equitable services that are easy to access. Quantify enhanced service user engagement and or service uptake because of work. • At least 3 examples of audit, evaluation and re-design of services leading to improved outcomes and reduction of health inequalities. E.g., evaluation 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide at least 3 examples of using data sets, quality checks, emails, briefings, reports of progress and outcomes following implementation of strategy/policy clearly setting out rationale and recommendations for improvement. • Provide evidence, such as screen shots, copies of electronic versions of literature searches, research papers, national and local datasets, spreadsheets, reports. Evidence process undertaken to review and analyse and present conclusions drawn.

	<p>report, methodology used for audit, datasets used, conclusions drawn, increased service engagement/uptake.</p> <ul style="list-style-type: none"> • Examples of range of methods used, (including emails, documented observations, verbal explanations, media platforms), to communicate complex information relating to health promotion and inequalities to diverse range of audiences. Produce evidence of how communications have been adapted to meet the needs of diverse groups and verbally explain the considerations taken into account to determine the best method of communication. • Emails, minutes, service outputs or line manager observation of application of communication skills, including consulting with different audiences to negotiate and influence outcomes. 	<ul style="list-style-type: none"> • Provide at least 3 examples of occasions when minutes, emails, feedback, service standards, project plans and outputs, evidencing stakeholder engagement in service design and development were utilised effectively. • Provide 3 examples of when evidence documents: research proposal, project plan/structure, survey/consultation questions, GDPR, weblinks/reference resources used to identify best practice, emails, minutes, research output, presentation of conclusion. • Provide evidence of literature searches, observations of focus groups, questionnaires, interview notes, surveys, case studies. • Observations, feedback, line manager statement evidencing consultation work and listening exercises with groups and individuals likely to be affected by planned changes. • A minimum of 3 examples where community action has been influenced and strengthened through empowerment of communities through evidence based approaches. Examples of evidence used, communities engaged with, emails, focus group outputs, outcomes arising from work.
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