

Public Health Programme/Project Manager (Range 6)

EVIDENCE FOR LEVEL A	EVIDENCE FOR PROGRESSION TO LEVEL B	EVIDENCE FOR PROGRESSION TO LEVEL C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Qualification certificates • Or job application and interview questions 	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Learning log or evidence of CPD 	<p><u>Qualifications:</u></p>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Job application and interview process through scenario-based questions 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Portfolio of work evidencing technical/specialist knowledge, including performance monitoring and evaluation and how this is applied to work. This may take the form of emails, data input, service level agreements written, briefing reports, contributions at meetings, presentations delivered, end of quarter performance 	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Observation or feedback from direct reports/line manager of 3 separate Projects delivered. Evidenced through DPIA, EIA, project plan, risk matrix, risk assessment, governance briefings, budget spreadsheet, service specification, service contract, procurement documentation, developing KPIs, national guidance documents, local and national strategies, stakeholder feedback/engagement.

	<p>monitoring and project evaluation reports.</p> <ul style="list-style-type: none"> Verbally describe relevant public health policies, local authority/public sector regulations applying to own work, with example of application in project work. Provide 3 different examples of pieces of work requiring in-depth knowledge across a range of disciplines or a specialist discipline. Technical guidance/legislation informing work, system partner strategy documents, emails, reports, project proposals, analyses work, observation and feedback of sharing specialist knowledge, implementation of project work and association output/outcomes. Provide evidence of CPD, presenting at forums, meetings, conferences on at least 3 occasions. 	<ul style="list-style-type: none"> Portfolio of work demonstrating knowledge of national and local policies and strategies, how these have been implemented and the impact of this. Provide 3 examples, evidenced through observation, feedback, line manager statement, briefing reports/proposals/needs assessments written to demonstrate application of policy/strategy to procurement process, service specifications, contracts, KPIs. Using policy/strategy as leverage in partnership work. Service data evidencing improved engagement, uptake. Provide 3 different examples of contributions to/writing of service policy/procedures supported by data to evidence baseline at start and improved outcomes following implementation. Provide at least 3 examples of National and local datasets used to measure and monitor population health, including health of disadvantaged
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		<p>groups. Needs assessments referred to that informs decisions and workplans. Verbally describe risks and intended consequences. Produce publications and local intelligence setting out needs of disadvantaged groups and describe how these apply to own work.</p>
<p><u>Experience:</u></p> <p>Job application and interview process through scenario-based questions</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 18 months at 6A • Emails, line manager statement, feedback, observation at meeting, from 3 different pieces of work where application of influencing skills have contributed to harnessing engagement from and alignment of system partners in preventing ill health and improved engagement with services from disadvantaged groups. • Provide 3 separate examples of building alliances and partnerships, evidenced by emails, agendas, 	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 18 months at 6B • Provide 3 examples of project evaluation documenting Datasets and qualitative intelligence used, quality checks/audits, surveys, observations of consultations carried out, consultation documents, public and stakeholder engagement, analyses documents, evaluation report. And/or document defining research goal, project plan, best practice documents, national guidance, literature search, papers accessed, report of findings including limitations, conflicts, and conclusions drawn. • Provide 3 separate examples of developing programme of works plans aligning to Service Plans,

	<p>presentations, minutes evidencing partnerships development, shared goals considered, contributions made by the members, and activity and outcomes delivered.</p> <ul style="list-style-type: none"> • Portfolio of work demonstrating how partnerships have been evaluated, barriers identified and how these have been addressed and quantify outcomes delivered as a result, evidenced by evaluation reports and line manager observation or written statement. • Provide 3 different examples of working in partnership to find solutions to complex problems. Evidence may include emails, observation at meetings, line manager statement/feedback, sharing of information on own area of expertise to inform decision making, generating and sharing new ideas. Shared resource allocation 	<p>team objectives evidenced via appraisal documents with objectives aligned to Service Plan, provider supervision reports/documents.</p>
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	and learnings derived from project work.	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Job application and interview process through competency-based questions. 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide 3 written or verbal examples of use of an ethical framework to support a decision to promote health and reduce inequalities, how that decision was arrived at and the impact it had on the public/service user; evidenced through project plan/report. • Provide 3 examples of evaluation reports, completed audits, evidence of service improvement and addressing inequalities as a result of completed audit/evaluation. • Provide a minimum of 3 Risk Assessments, and verbally describe at CPF assessment the legislation/policies and measures used to mitigate risks and rationale for doing so. • Provide 3 different examples of adopting a systematic method to access and appraise evidence when working with wider research community. Emails, 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Provide 3 examples of using Monitoring documentations, data submissions, quality reports, audits, briefing documents written that include recommendations for improvements. • National and local datasets, spreadsheets, reports. National guidance for service delivery best practice, stakeholder and service user engagement, service KPIs, service throughput data. Evaluation report. • Evidence publications, technical specifications for resources/procedures, cost/benefit analysis, verbally describe intended and intended consequences. • Portfolio of work showing how relevant local and national strategies and policies have been applied to work and how these have reduced health inequalities.

	<p>spreadsheets of research accessed, copies of papers reviewed, specialists engaged in process and breadth of search, conclusions drawn.</p> <ul style="list-style-type: none"> • Provide a minimum of 3 Service plans, Project plans, proposals, budget allocations, analyses of data for return on investment, guidance and evidence/needs assessments used to inform decisions, emails, return on investment analyses to evidence the setting of service priorities. • Provide Emails, minutes, appraisal documents, observation or feedback on at least 3 occasions to demonstrate engagement and conflict resolution and commitment to joint working. • Provide a minimum of 3 examples of range of methods used, (including emails, documented observations, verbal explanations, media platforms), to 	<ul style="list-style-type: none"> • Monitoring documentations, data submissions, quality reports, audits, briefing documents written that include recommendations for improvements. • Provide 3 examples, thorough observations, feedback, line manager statement of communications where help has been provided to others to support understanding of democratic processes for health improvement. • Observation, feedback, line manager statement, emails evidencing groups engaged with, service change plan documentations. • Provide line manager statement of 3 different examples of where written/or observed verbal response made in complex or sensitive situations involving political or other tensions, whilst encouraging a focus on public health. • Provide 3 different examples (emails, governance sign off of briefing
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	<p>communicate complex information relating to health promotion and inequalities to diverse range of audiences.</p> <ul style="list-style-type: none"> • Produce evidence of how communications have been adapted to meet culturally sensitive needs of diverse groups and verbally explain the considerations taken into account to determine the best method of communication on 3 distinct occasions. • Portfolio of evidend showing application of principles of social marketing/behavioural science to reach specific community groups to achieve a defined goal. • Provide 3 examples of Scoping document showing breadth of scoping work carried out. Evidence via emails, publications used, meetings, minutes, feedback, observation. Briefing papers written, project initiation document, project plan. • Provide at least 3 Service/programme of 	<p>reports/proposals) of independent assurance obtained when working through organisational governance protocols.</p>
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	<p>work plans, project plans, emails, budget spreadsheet. Ensure these are aligned to programme/project KPIs.</p> <ul style="list-style-type: none"> • If financial pressures prevail, verbally provide rationale of why one spend has been priorities over other, including anticipated value for money. • Verbally describe latest evidence and research in specialist area and show how this has been applied to own practice. This could be through amended project plans, emails, standard operating procedures, position papers, briefing papers, evaluation reports. • 	