

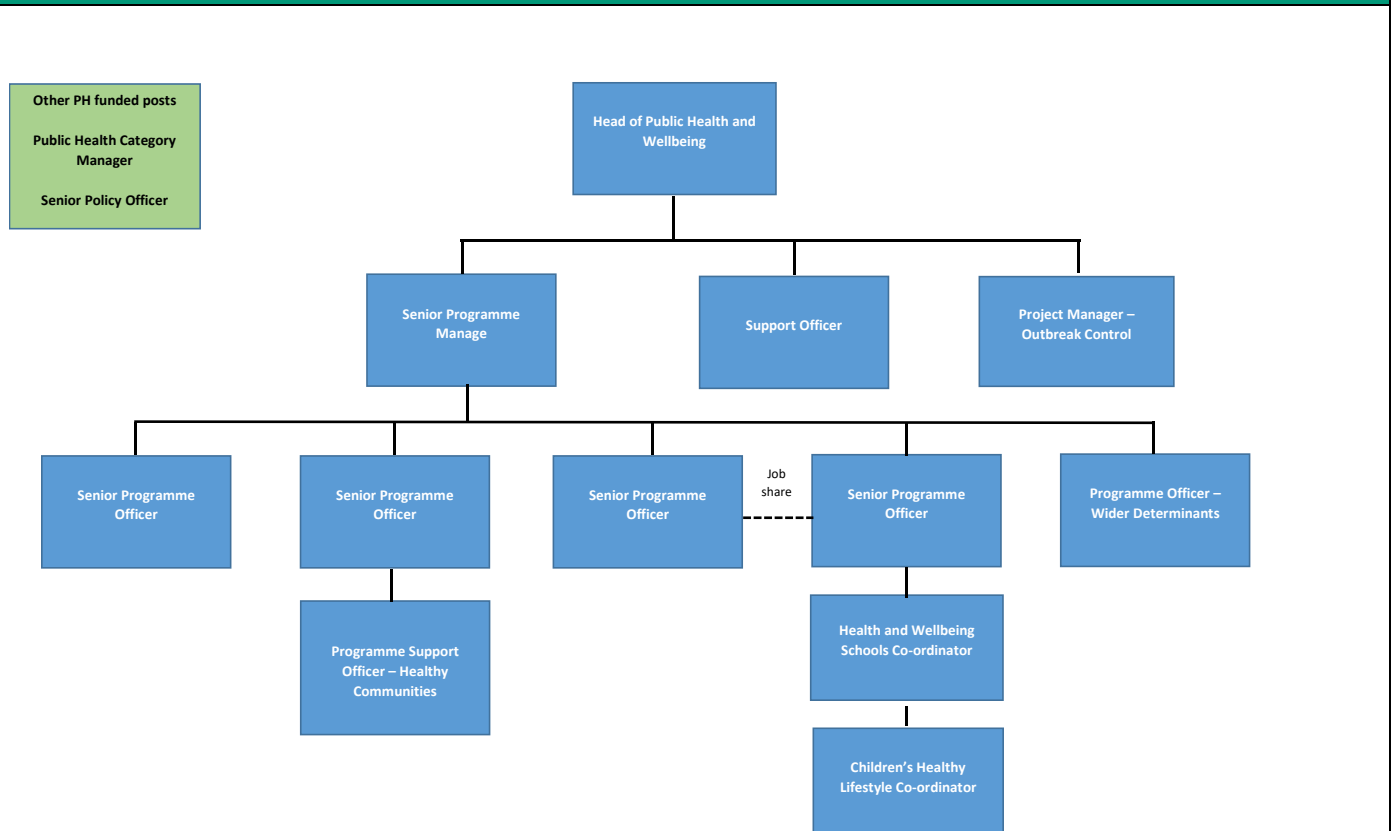
Job Description and Person Specification

Job title:	Programme Officer- Wider Determinants of Health
Directorate:	People
Service:	Public Health and Wellbeing
Team:	
Post number:	04838
Salary grade:	Grade J
Work location:	West Street House, West Street, Newbury
Reports to:	Programme Manager
Supervises:	None

Job Purpose

- To support the implementation, delivery and monitoring of evidence based and effective public health prevention programmes and leading on specific areas of work as agreed.
- Support the adoption of a health in all policies approach across West Berkshire.
- Engaging with internal and external stakeholders to ensure the effective development, delivery and awareness of projects which instigate behaviour change in residents and stakeholders.
- The post holder will work with Public Health and Wellbeing senior leads to improve health and wellbeing and reduce health inequalities across the district.
- The post will have a specific focus on build environment, obesity and workplace health

Structure Chart



Main Duties and Responsibilities

- Support the development, delivery and evaluation of high quality evidence based public health programmes and services
- To contribute to the production of key documents e.g. the Joint Strategic Needs Assessment (JSNA), the service plan and strategy development.
- Support the implementation of national public health policy at local level
- Support the development and implementation of a whole systems approach to tackling obesity
- Support the commissioning of evidence based weight management and physical activity services
- To lead on the development and implementation of workplace health programmes as part of a 'settings' approach to improving health and wellbeing
- Work with local businesses, major employers and networks (e.g. Skills and Enterprise Partnership) to improve skills, employability, health and wellbeing, and make the linkages, in the workplace.
- To work internally across the council to support a health in all policies approach
- To review and advise council officers on the development of health impact assessments across the council
- Embed health-focused decision making within the planning and transportation functions of the Council responsible for the built environment
- Ensure the health agenda is fully acknowledged in key planning and transport documents and policies including, but not limited to in the Core Strategy, Policy Sites and Places DPD, Supplementary Planning Documents, Local Transport Plan and Section 106/Community Infrastructure Levy arrangements
- To work collaboratively with partner agencies such as Clinical Commissioning Groups (CCG's), neighboring local authorities, Primary Care Networks, private and voluntary sector to develop shared plans and actions as required

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- Manage, monitor and make recommendations on a delegated budget approximately £40K

Person Specification

Qualifications	Essential/ Desirable	Internal use only
Educated to degree level or substantial relevant work experience	E	1
MSc in Public Health	D	1
Experience		
Experience of working in a public health /health improvement/community development related role	D	1
Experience of presenting information to audiences	D	2

Experience of working in a political environment	D	3
Experience of developing relationships across local communities with internal and external partners/organisations and stakeholders	E	1
Experience working with multiple organisations	E	2
Experience and knowledge of working with the NHS, local government, community and voluntary sector groups	E	3
Experience in managing specialist projects or improvement programmes or contribute to larger initiatives	E	4
Experience of applying project management principles, managing and reporting on outcomes and budgets	D	4
Knowledge and understanding		
Knowledge of the wider determinants of health and their contribution to health inequalities	E	1
Behavioural change theories relevant to promoting and improving Public Health and Wellbeing	E	2
Good understanding of methods of developing evidence based practice and measuring health gains	E	3
Knowledge of health intelligence and data sources	E	4
Understanding of the use of health indicators in Public Health and key partners	E	5
Knowledge of the local planning and transport system	D	1
Knowledge of and commitment to equal opportunities	E	6
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Excellent communication and presentation skills, both written and oral – including articulate public speaking ability	E	3
Basic research skills	D	1
Work-related personal qualities		
Enthusiastic and highly self-motivated	E	1
Able to work on own initiative and make decisions	E	2
Effective interpersonal and influencing skills, able to motivate and enthuse others	E	3
Ability to plan and prioritise own work, managing time and working under pressure to deliver to deliver to deadlines	E	4
Ability to work autonomously with minimum supervision and manage time efficiently	E	5
Excellent networking skills and able to strong build working relationships with internal and external partners	E	6
Good negotiating and influencing skills	E	7

Strong business acumen with a high level of integrity and initiative. Dynamic and commercially aware	D	1
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Enhanced DBS check with relevant barred list/s	No	n/a
Is this post politically restricted?	No	n/a
The post holder must be prepared to work flexibly as this post could require attendance at local events taking place in evenings and/or weekends if required	E	2
Full driving license	E	3
Able to travel across the district of West Berkshire	E	4