

<b>JOB TITLE:</b>	Health Improvement Co-ordinator - Health Inequalities & Healthy Places
<b>GRADE:</b>	M1
<b>REPORTS TO:</b>	Strategic Lead, Wider Determinants - Healthy Places
<b>TEAM:</b>	Health Inequalities & Healthy Places
<b>DEPARTMENT:</b>	Public Health

## Purpose of the Job

The post holder will provide public health expertise, advice and support on health improvement, with a focus on public health outcomes, including Health and Wellbeing outcomes for one or more of the following:

- Mental Health and Wellbeing
- Healthy Weight
- Healthy Places
- Health Inequalities

The role will also manage specific health improvement projects where appropriate, work in partnership with stakeholders to support the delivery of elements within a larger health inequalities programme, including ensuring there are strong business cases, robust governance and controls in place, and the identification and realisation of benefits.

## Main Areas of Responsibility

The post holder will support the strategic lead for Healthy Places and the Health improvement lead for health inequalities, working across workstreams. This will involve:

- Work on agreed priorities and develop systems and action plans to reduce health inequalities and for primary and secondary health improvement interventions
- Support the health improvement work of the Health Inequalities Team
- Engage with internal and external partners, respond to consultations and provide public health representation on spatial planning policy, planning applications for major developments, land use and transport infrastructure
- Review outcomes of commissioned interventions against areas of identified best practice, to inform commissioning plans
- Identify, analyse and interpret the effectiveness of interventions for health improvement

- Liaise with relevant stakeholders from a range of settings to fund and deliver health improvement programmes
- Produce papers and reports and present to a range of audiences when required
- Support the preparation and signoff of robust business cases outlining the rationale for undertaking a project or programme, challenging business assumptions where appropriate
- Own and deliver control mechanisms such as initiation documents, risk and issues logs, and regular update reports to project sponsors and boards and benefit maps and profiles for allocated projects or programme elements
- Identify and develop strong working relationships with project or programme stakeholders, particularly in the context of change
- Manage and support staff in the context of a project or programme
- Attend countywide forums on behalf of Public Health, feeding back to members of the Public Health team
- Work within national and local guidelines around safeguarding children and young people/adults, following Public Health safeguarding protocols and where required working with partner agencies to ensure safeguarding standards are followed.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

## Person Specification

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

	<b>Skills Required</b>
<b>Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Educated to degree level, preferably in a health-related subject, physical geography or similar or have equivalent experience</li> <li>• Demonstrable relevant work experience.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Postgraduate health related qualification</li> <li>• Project Management qualification e.g. Prince 2.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the principles and practice of public health</li> <li>• Working knowledge of national and local priorities, legislation and guidance in relation to health improvement and public health</li> <li>• Knowledge and understanding of government policy on health and social care issues</li> <li>• Understanding of what is meant by health inequalities</li> <li>• Understanding of models of behaviour change</li> <li>• Evidence of continuing professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• Good standard of IT literacy, with the ability to use a range of Microsoft packages.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of commissioning services</li> <li>• Experience of working with a Local Authority, Public Health or multi-agency partnership working</li> <li>• Experience of working to reduce health inequalities</li> <li>• Relevant experience in planning policy and/or environmental planning and/or public health.</li> </ul>
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, verbal and writing skills which will enable you to communicate confidently to a variety of audiences including senior and specialist</li> <li>• Negotiating and influencing skills used effectively and persuasively in support of organisational aims and objectives.</li> </ul>
<b>Personal Initiative &amp; Team Working</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Confident working on your own, within a flexible team environment and engaging with professionals in departments and partner organisations including Public Health England, Clinical Commissioning Groups and District Councils</li> <li>• You will have demonstrated drive and initiative in achieving project aims which involve multiagency working</li> <li>• Demonstrates high energy and a visible commitment to getting results.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of managing project groups.</li> </ul>

## Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).