**Job Description and Person Specification**

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| Job Title: Project Officer - Wellbeing & Research - Public Health |
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| West Northants CouncilWNC Grade I North Northants CouncilNNC BCW NNC - Grade 5 |
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**Overall purpose of the job**

The Public Health Team has three main duties:

1. To take steps to improve the health of the population
2. Together with central government, take steps to protect the population against threats and hazards. Organise efforts to ensure plans are in place to respond to any health protection emergencies
3. To provide commissioning advice and support to Clinical Commissioning Groups ICS (Integrated Care System)

**The Research and Wellbeing Officer will**:

* Create links with Eastern European Communities to understand their health and wellbeing needs, feed these findings into the ICS including Primary Care Networks, Population Health team and improve Public Health intelligence enabling development of better services and build local community research capacity
* Develop more effective, targeted and appropriate ways of engaging with different segments of these underserved Communities to address their needs.
* Develop, deliver, and monitor specific research and engagement Public Health projects, programmes, and initiatives, which support the outcomes of the Public Health and Wellbeing directorate, and to collect, analyse, and present timely, accurate and appropriate intelligence, data and statistics to senior management, and the wider Public Health team to direct policy planning and implementation
* Ensure procedures and practice guidance reflect best practice and to contribute to policy development within the Public Health and Wellbeing Directorate.
* Evaluate rates of migrant integration into services

# Main accountabilities

Accountabilities listed in descending order of priority.

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|  | **Main accountabilities** |
|  | Build local community research capacity by creating links with underserved Communities to understand their health and wellbeing needs, feed these findings into the ICS including Primary Care Networks, Population Health team and improve Public Health intelligence enabling better services to be developed. |
|  | Develop more effective ways of engaging with different parts of underserved Communities so that engagement is targeted and suitable to their needs. Produce regular progress reports to be shared with Stakeholders and the Communities |
|  | Conduct research, needs assessments and a Community skills/assets audit which will be used by Public Health and service providers to develop policy and service provision.  |
|  | Work with all sections of Eastern European Communities to reduce health inequalities which were highlighted during the Covid-19 pandemic and reduce the likelihood of these communities being further disadvantaged in future Covid-19 surges.  |
|  | Collect and collate data for the Public Health team and feed into the planning, co-ordination, facilitation and monitoring of public health change or improvement projects as well as providing intelligence to inform service planning within the ICS; developing capability and capacity to embed service improvement tools and techniques supporting the continuous modernisation and redesign of a traditional service.  |
|  | Monitor and evaluate rates of migrants normalised use of services and systems and report results to the Public Health team and service providers. Communicate with, and build Migrant’s trust in local services to reduce health inequalities which were highlighted by Covid-19  |
|  | Receive training in Research and then recruit and train Community researchers/engagement Volunteers to embed capacity and skills within the communities. |
|  | Set out a clear project plan for the Research & Engagement activity, ensuring that a clear and transparent plan is maintained and managed using the council’s project management methodology to track progress, in order to demonstrate progress and track outcomes as required by the Public Health team and other relevant stakeholders. |
|  | Support health improvement initiatives to change behaviour, increasing public awareness of risk factors and health promotion. Support health protection planning and the local public health response to major incidents, disease outbreaks or other public health incidents, including the current covid-19 response and recovery activity. |
|  | Monitor changing guidance at a national and regional level, bring attention to the public health areas it will impact and tailor the public health programme according to the population need with the aim of reducing health inequalities. |

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Essential/****Desirable** |
| Educated to degree level in relevant discipline or hold a professional qualification at a similar level  | Essential |
| An interest in Public Health or a formal qualification in or working towards a Public Health or related discipline | Desirable |
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Minimum levels of knowledge, skills and experience required for this job

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| **Knowledge** | **Essential/****Desirable** |
| Able to demonstrate a good understanding of health and local authority policy, statutory duties, and responsibilities. | Essential |
| Able to demonstrate understanding of public health areas of responsibility and functions. | Essential |
| Able to demonstrate understanding of public health practice, health promotion and health care evaluation. | Essential |
| **Skills** |  |
| Sensible negotiator with practical expectation of what can be achieved | Essential |
| Excellent interpersonal and motivational skills with the ability to communicate and influence. | Essential |
| Ability to present complex information to individuals and groups in a simplified way | Essential |
| Computer literate | Essential |
| The ability to manage and/or work on several concurrent projects. | Essential |
| Able to act independently, with some guidance from line manager. | Desirable |
| **Experience** | Desirable |
| Able to demonstrate experience of working in NGO, NHS or local government cultures and structures. | Desirable  |
| Experience of working with health and /or Community Engagement to deliver service improvement.  | Desirable |
| Experience of full cycle experience of managing projects and leading task and finish groups. | Desirable |

**Disclosure level**

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| What disclosure level is required for this post? | DBS | **Standard**  |
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**Work type**

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| What work type does this role fit into? (Tick one box that reflects the main work type, the default workers type is flexible) | Fixed  | **Flexible**  | Field | Home |

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| **Contact** | **Nature of interpersonal skills used** |
| Internal |  |
| Influencing and negotiating with public health colleagues regarding project work and improvement plans | Ability to use data including performance data and health needs assessments to inform service improvement. |
| Communicating with specific communities including migrants, service providers and Public Health colleagues and colleagues at all levels across wider council directorates | Political sensitivity and a demonstrable ability to recognise influence and manage the communications consequences of sensitive project issues. Ability to demonstrate awareness/understanding of equal opportunities both in relation to service delivery and development, as other people’s behaviour, physical, social and welfare needs. |
| Ability to work with clients and partners to influence and negotiate change | Ability to prioritise and manage time effectively under the pressure of both time and financial constraints and expectations. Ability to analyse and write and present clear and concise reports.  |
| External |  |
| Communicating with and influencing communities including migrants to access services to improve their own health and wellbeing and that of the wider community | Ability to elicit information and build trust in people who may have suffered or be at risk of trauma and exploitation  |
| Communicating across public sector, private, statutory, and voluntary sector organisations to assess the quality of services commissioned by Public Health | Influencing by manage the communication of data including performance data and health needs assessments to inform service improvement This will also require will be relationship building, problem solving and conflict resolution skills. |