

Job Description and Person Specification

Job details

Job title: Assistant Public Health Officer

Grade: NNC Band 4

Reports to: Public Health Practitioner

Directorate and Service area: Public Health, Communities and Leisure, Public Health

Purpose of the job

To provide project and programme support to the Public Health service, whilst contributing to the planning, delivery and evaluation of public health initiatives designed to improve the health and wellbeing of local communities.

The post holder will undertake collection, analysis and presentation of information, promote stakeholder engagement and partnership working, and contribute to the effective delivery of public health campaigns. This role offers an opportunity to develop knowledge, understanding and application of experience across a range of public health functions, contribute to the application of evidence-based approaches, and deliver interventions aimed at reducing health inequalities and improving population health outcomes.

As part of this role, the postholder will be expected to fulfil Level 6 Public Health Practitioner Apprenticeship training with Coventry University. This three-year BSc programme is delivered through blended learning, combining academic study with workplace-based learning. The programme is aligned to the Skills England Public Health Practitioner apprenticeship standard and the UK Public Health Register Practitioner Standards.

Principal responsibilities

1. To deliver the production and implementation of annual public health team work-plans which facilitate the implementation of health improvement activities. This includes initiatives linked to the improvement of healthy weight, physical activity, smoking cessation, mental wellbeing, sexual health and/or substance misuse.
2. Coordinate and contribute to the implementation of Public Health projects to meet service delivery requirements, including local health needs assessments, evaluation of public health programmes, production of public health reports, and the collation and interpretation of information to identify trends, gaps and emerging issues.
3. Manage the organisation and delivery of meetings, workshops, training events and engagement activities, providing comprehensive coordination, governance support and action tracking to facilitate informed decision-making and successful delivery of priorities.
4. To develop and maintain effective working relationships with internal teams, external partners, providers and community organisations to support programme delivery.
5. Contribute to the development of public health communications, targeted campaigns and educational resources for a range of audiences including public, stakeholder and other

professional partners. Provide information and guidance to members of the public, partners and stakeholders regarding Public Health services and initiatives, signposting individuals to appropriate support services and resources where required.

6. Produce reports, presentations, briefings, promotional materials and project documentation using Microsoft 365 applications. This may involve working with published sources, secondary data or working with primary data collected by Public Health teams, depending on the portfolio area.
7. Provide advice and support to make best use of service systems and digital platforms including the NNC public health website, m365 suite and other online platforms associated with the delivery of team outcomes.
8. To ensure accurate, up-to-date records in line with the organisation policy, guidance, internal procedures and service level ways of working.
9. To demonstrate continuous personal development and maintenance of competencies required for the role.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

Special features of the post

N/A

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A-Level or Level 3 equivalent qualifications or equivalent work-based experience.	Experience working within project focused roles.
Experience and Knowledge	Good understanding of Health & Wellbeing, and key public health concepts such as the fundamentals of Public Health, health inequalities and the wider determinants of health. Good understanding of evidence-based decision making, with experience of using data and analysis to help decision-making. A good understanding of community development and approaches to behaviour change. Experience of co-ordinating and delivering projects, with good knowledge of the principles of project planning and implementation. Experience of working in an office environment with confidence co-ordinating meetings and engagement events, both online and in-person. Experience of using Microsoft Office applications, particularly Word, Excel, PowerPoint and MS Teams. Knowledge of data protection, information management and confidentiality including the principles of the General Data Protection Regulation (GDPR).	Awareness of key public health topics and contemporary issues within Public Health. Experience of supporting the delivery of public health or community wellbeing projects or initiatives.

Attributes	Essential criteria	Desirable criteria
	Understanding of partnership working across local authorities, the NHS and other voluntary organisations. Understanding of use of data and insights to improve service delivery, accessibility and effectiveness	
Ability and Skills	Ability to manage specific elements of a project/event and work proactively in the co-ordination of other staff and stakeholders in the delivery of these tasks. Ability to work as part of a team. Strong organisational skills, with the ability to proactively plan and manage their own workload, anticipate competing priorities, take initiative to resolve routine issues, and ensure objectives and deadlines are met with minimal supervision. Ability to adapt to changing priorities and work flexibly to meet key deadlines and adapt to the needs of the team. Confident working with a range of stakeholders and colleagues from all levels of the organisation. Good project coordination and planning skills. Good level of IT literacy to ensure accurate recording and monitoring of all performance information for self and team. Excellent interpersonal and motivational skills.	Confident using M365 Suite including SharePoint, Teams and MS Planner Positive approach to personal development and continuous professional development.

Attributes	Essential criteria	Desirable criteria
	Strong oral and written communication and presentation skills. Good fluency in English. Ability to analyse, interpret and present data clearly. Identify practical improvements and make suggestions or recommendations to support effective delivery of team objectives. Ability to evaluate project activity against agreed measures, identify learning from outcomes, and recommend practical improvements to support service delivery and continuous improvement. Strong attention to detail and ability to think critically about information and tasks.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Commitment to equality of access and inclusiveness of activities and awareness of equal opportunity issues. Able to work remotely and from NNC workbases as required.	