

## Job Description

Job Title: Public Health Officer (PHO)

POSCODE: tbc

Grade: SO2

### Overall purpose of the job

Reporting to the public health principal, provide project support for the public health team, working across different teams and work areas to enable successful delivery of public health programmes and commissioning aligned to the public health strategic plan.

The PHO has the responsibility of ensuring best project management practices and standards are met, and that maximum benefits and value across all projects they are supporting on.

This post will sit within the Healthy place, research and evaluation team and will primarily support programmes relating to healthy place approaches, reducing health inequalities and equity-focused research and evaluation. The postholder may also contribute to a wider range of public health priorities and cross-cutting programmes as required.

The purpose of the PHO is to support/ ensure programme and projects achieve agreed milestones, benefits and value. They will do this through co-ordinating, planning, controlling reporting and analysing this activity to support decision makers to ensuring the objectives are achieved. The PHO will help provide expert insight, information and support enabling prioritisation decisions and effective allocation of resources. The PHO will help ensure that programmes and projects are being implemented in the right way so that they are more likely to comply with timelines and required governance.

### Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	<b>Main accountabilities</b>
1.	<p>Operational</p> <p>Provide project support and project management of key areas of public health programmes and projects, in line with local and national priorities, to meet the delivery needs of public health strategic plans by:</p> <ul style="list-style-type: none"> <li>• Supporting the public health principal and consultant in Public Health to oversee the effective delivery across a range of projects.</li> <li>• Co-ordinate the production of all reports and produce project summary reports and ensuring all documentation is maintained.</li> <li>• Assist public health principal in the production and maintenance of project plans.</li> <li>• Assist Project Managers and members of the team with the updating and maintenance of the Risk and Issue register for projects.</li> <li>• Advise and assist public health team members in the application of project procedures, disciplines and recording and reporting standards.</li> <li>• Ensure the agreed project management methods, standards and processes are maintained throughout the project lifecycle.</li> <li>• Escalate issues to managers in a timely and proactive manner</li> </ul>

2.	<p>Partnership</p> <ul style="list-style-type: none"> <li>• Contribute to programme and project planning within specific public health priority areas, ensuring clear plans are maintained, actions followed, partners and key stakeholders maintain accountable to work plans. Use project management methods to track progress.</li> <li>• Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness.</li> <li>• Provide professional guidance about the Project Management Framework and associated practices to all colleagues and partners as appropriate</li> </ul>
3.	<p>Communication</p> <ul style="list-style-type: none"> <li>• Use a variety of communication styles to effectively converse with all colleagues, partners and key stakeholders on a regular basis</li> </ul>
4.	<p>Project Support/Administration</p> <ul style="list-style-type: none"> <li>• Setting forward agendas and collating and distributing the various materials within deadlines.</li> <li>• Support project/programme meetings by organising the meeting, preparing papers, taking notes, producing meeting minutes and recording actions</li> <li>• Ensure all formal papers for committees are reviewed and signed off through the appropriate governance.</li> </ul>
5.	<p>Budget</p> <ul style="list-style-type: none"> <li>• Recording project spend and contribute to the compilation of budgets and the development of the business case.</li> <li>• Use appropriate methods for budget management, keeping stakeholders external and internal up to date on changes and actions needed.</li> <li>• Assist with the project and financial report monitoring on a monthly basis and identifying expenditure shortfalls, working with Project Managers</li> <li>• Record and document all processes, ensures all project resources are reported correctly.</li> <li>• Responsible for reporting on time allocated to projects</li> </ul>
6.	<p>Other</p> <ul style="list-style-type: none"> <li>• Support new or current initiatives through engagement with partners internally and externally, supporting public facing initiatives and campaigns and communication</li> <li>• Work as part of a team on key public health cross-cutting programmes</li> <li>• Use initiative to review guidance and policies, and the potential impact on services or initiatives</li> <li>• Demonstrate an awareness and understanding of equality, diversity and inclusion</li> <li>• Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.</li> </ul>
7.	<p><b>Safeguarding commitment</b> <i>(Include for roles involving work with children/vulnerable adults)</i> We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

## Person Specification

## Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
<b>Degree level or equivalent</b>		<b>essential</b>

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Demonstrate an understanding of local government and NHS policy and responsibilities	Knowledge of key policies and strategies nationally and locally of relevance to public health delivery and health improvement	Essential
Knowledge of public health practice and areas of responsibility	Understanding of core principles of public health, approaches and delivery to have an impact on the population	Essential
Project Management	A good understanding of project management  Good practical knowledge of project management with an understanding of project planning, project management principles and monitoring tools	Essential
<b>Skills</b>		
Excellent oral and written communication and presentation skills (for a range of audiences from senior management to the media).	Role will include writing summaries from meetings, reports for more senior officers and for meetings, verbal updates on progress.	Essential
Ability to manage/work on a number of projects concurrently	Role will involve various areas of work at one time	Essential
Organisation skills with ability to work independently and through own initiative	Highly organised and motivated, role will involve a degree of working independently and will require the post holder to use their own initiative to develop work and prioritise actions for greatest impact.	Essential
Excellent interpersonal skills	Role will involve working with a wide range of individuals within the public health team and across the council and with wider stakeholders and partners, will need to be able to influence and challenge appropriately	Essential

Computer literate	Role will involve using Word, Excel, PowerPoint, this will be needed for creating/maintaining spreadsheets and some analysis	Essential
Tenacity	Confidence to follow up on actions and chase as appropriate prior to escalation	
Attention to detail	Ability to work accurately across large datasets	
<b>Experience</b>		
Experience working in NHS, local government, or VCSE	Previous experience of working in within one of these sectors at a supervisory level or in a Project team	Essential
Project Support	Previous experience of working within a project support with some specific experience of supporting projects through the project lifecycle	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults).	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

### Disclosure level

What disclosure level is required for this post?	None

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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