



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Public Health Officer – Healthy Early Years coordinator

Directorate and Service area: Public Health

Grade: NNC Band 7 (£42,839 - £46,142)

Purpose of the job

The purpose of this role is to support the health and wellbeing of children in North Northamptonshire, by leading and coordinating key public health initiatives within North Northamptonshire early years system. This includes:

- Facilitating the engagement and delivery of high-quality health promotion and improvement programmes.
- Acting as a key contact for early years settings and creating a Healthy Early Years Programme
- Serving as a link between Public Health and key partners/stakeholders to improve the health and wellbeing of children and young people in North Northamptonshire.
- Enhancing the scope, engagement, and delivery of Public Health initiatives for children in early years settings.

The Public Health Officer will provide an integral role in enabling the directorate to successfully deliver a broad range of commissioning and transformational initiatives, whilst continuing to meet the responsibilities contained within the section 7a agreement with the Secretary of State.

Principal responsibilities

1. Manage key pieces of public health development work, in line with local and national priorities and emerging legislation, to meet Public Health Service Plans and national and local public health strategy.
2. Provide expertise to the Public Health team and be accountable for the planning, co-ordination, facilitation and monitoring of public health change or improvement projects; developing capability and capacity to embed service improvement tools and techniques supporting the continuous modernisation and redesign of traditional service.
3. Identify opportunities to improve and/or simplify directorate processes and seek to remedy these through improved processes, compliance or coaching.
4. Represent Public Health on a LAP (Local Area Partnership) level within North Northamptonshire.
5. Contribute to project planning within specific public health priority areas, ensuring that a clear and transparent plan is maintained and managed using NNC project management methodology to track progress, in order to maintain control of delivering improved services using cost effective processes.
6. Support health improvement initiatives through engaging clinicians, commissioners and local authority providers in new initiatives to change behaviour, increasing public awareness of risk factors and health promotion.
7. Support health protection planning and the local public health response to major incidents, disease outbreaks or other public health incidents.
8. 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.
9. To enhance the engagement and delivery of health promotion and health improvement projects related to children and young people (CYP) in the early years.
10. Communicate effectively, develop and maintain strong relationships, with both internal and external stakeholders, especially early years settings, to ensure the successful delivery of key CYP programmes.
11. Analysis of data and intelligence gathered through surveys and audits and production of summary reports which inform and target positive transformation for health and wellbeing of CYP.

12. To support the design and delivery of targeted CYP public health campaigns ensuring quality in the design and delivery and close working with internal and external communication teams and colleagues.
13. To manage an online presence via social media and relevant web pages.
14. Effective engagement with early years settings staff, CYP, parents and carers and services to capture their voice and co-produce services.
15. Act as a key point of contact for settings, contracted services and stakeholders to ensure the creation and seamless delivery of CYP public health programmes and interventions.
16. Oversight and responsibility for the organisation and delivery of training, presentations, development sessions and resources which contribute to education settings implementing health and wellbeing standards.
17. To keep up to date with changes in policies, standard practice, school curriculum and review and strengthen the programme where required.
18. Oversight and responsibility for the development and implementation of a Healthy Early Years Programme and other time-limited projects; guiding professionals in embedding evidence-based interventions, best practice and new innovative responses to need. Ensure multi agency groups and networks across settings and sectors are actively utilised in programme development and delivery.
19. Maintain a county-wide overview of the universal programmes available for early years children, by identifying examples of good practice, sharing and disseminating these practices and fostering supportive networks between education staff.
20. Engage directly with early years children, professionals and parents/carers, to deliver targeted support and guidance on physical activity, mental health, nutrition, and other relevant education. This work is informed by settings need or identified local and strategic priorities to ensure relevance and impact.

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. 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

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to degree level in a relevant discipline or hold a professional qualification at a similar level.</p> <p>Project Management Experience (or Prince2 Practitioner Level/equivalent)</p>	<p>A formal qualification in or working towards a Public Health or related discipline</p>
Experience and Knowledge	<p>Extensive experience of working within the early years sector and can demonstrate a secure understanding of the early years system.</p> <p>Able to demonstrate a good understanding of local authority policy, statutory duties and responsibilities.</p> <p>Able to demonstrate understanding of public health areas of responsibility and functions.</p> <p>Able to demonstrate understanding of public health practice, health promotion and health care evaluation.</p> <p>Able to demonstrate knowledge of evidence based public health practice.</p>	<p>Experience of full cycle experience of managing projects and leading task and finish groups.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Knowledge and understanding of health inequalities, specifically related to CYP, and the impacts on long term outcomes.</p> <p>Proven experience of effective coordination and delivery of CYP programmes and setting wide approaches within early years settings.</p> <p>Demonstrable experience of working on multiple projects simultaneously and delivering at pace.</p> <p>Developing and facilitating partnership working to ensure an integrated approach to health improvement and promotion for CYP.</p> <p>Successful experience of leading a service using the following principles:</p> <ul style="list-style-type: none"> - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Awareness of key early years issues related to settings and for the local area <p>Ability to maintain up to date knowledge of relevant legislation government policy and evidence-based practice in relation early years settings and interpret and disseminate implications to influence policy development and the delivery of services.</p> <p>Practical experience of planning, delivering and evaluating in-service training in education settings.</p> <p>Strategic experience of analysing and interpreting data to influence service delivery.</p>	

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Excellent oral and written communication and presentation skills (for a range of audiences from senior management to the media).</p> <p>Sensible negotiator with practical expectation of what can be achieved</p> <p>Excellent interpersonal and motivational skills with the ability to influence and negotiate.</p> <p>Ability for presenting complex information to groups and in a simplified way</p> <p>Computer literate.</p>	<p>The ability to manage and/or work on a number of concurrent projects.</p> <p>Able to act independently, with some guidance from line manager.</p>

Attributes	Essential criteria	Desirable criteria
	<p data-bbox="521 233 1240 363">Able to travel independently to various settings and events across the county. A full UK driving licence is required unless alternative arrangements can be made as a reasonable adjustment for a disability.</p> <p data-bbox="521 443 741 475">Fluent in English</p> <p data-bbox="521 560 1218 624">Ability to work collaboratively to support cross service and partnership working.</p> <p data-bbox="521 708 1240 772">Self-motivated, proactive and innovative. Ability to work as part of a team as well as under own initiative.</p> <p data-bbox="521 857 1267 952">Ability to motivate partners to work together effectively for change, including early years settings, the VCSE and statutory sector.</p> <p data-bbox="521 1037 1061 1069">Ability to successfully work within a team.</p> <p data-bbox="521 1137 1240 1265">Ability and skill to challenge, advise and support setting leaders, staff and citizens in a professional and positive way to promote the health and wellbeing of children in the early years.</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Able to demonstrate experience of working in NHS or local government cultures and structures.</p> <p>Experience of working with health and/ or social care professionals to deliver service improvement.</p>	Experience of full cycle experience of managing projects and leading task and finish groups.