



## **Job Description and Person Specification**

### **Job details**

Job title: Healthy Schools Advisor

Grade: I

Directorate and Service area: Public Health

### **Purpose of the job**

Work in partnership with a range of organisations in contributing to the delivery of the North Northamptonshire Healthy Schools Programme and Health & Wellbeing Strategy specifically targeting school aged children and the communities they live in.

To increase schools participation levels in promoting healthy lifestyles and building resilience in children & young people through direct delivery and partnership working with a key focus on developing, coordinating and sustaining the healthy schools network across Northamptonshire.

### **Principal responsibilities**

1. To contribute towards the production of an annual Action Plan, in support of the 'North Northamptonshire Healthy Schools Programme' - coordinating and implementing specific development work to ensure the objectives of the programme are met.
2. To ensure that all partner organisations understand the principles of Public Health & Wellbeing and seek to ensure that those principles are built into their development plans and are reflected in their policies and strategies within education settings.
3. To co-ordinate the assessment framework, capability and needs of the settings countywide in collaboration with the key partners, as it relates to the implementation of the action plan.
4. To work with target geographic areas and priority schools, as identified by the 'North Northamptonshire School Health Improvement Programme' supporting them to develop approaches to reduce health inequalities and build resilience.
5. To promote and facilitate working partnerships between statutory and non-statutory organisations, ensuring that projects/initiatives are integrated with other education based activities.
6. To assist in the production and monitoring of appropriate Performance Indicators, providing the Core Team with relevant information, when requested, that can be used as a basis for reporting progress to partners and the general public.
7. Ensure that North Northamptonshire Public Health policies, procedures, minimum operating standards and guidelines are met and adhered to (e.g. Safeguarding, Health & Wellbeing Strategy and Public Health Outcome Framework).
8. Provide advice and support to the North Northamptonshire Healthy Schools Website & interactive online platform, assisting in updating and increasing the range of information available online.
9. Input into the production of reports as required.

10. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety and risk assessment within the service.

**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.

**Special features of the post**

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

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	A Level or equivalent qualification within Health & Wellbeing, Education or Community Development related field	A qualification relevant to Health & Wellbeing, Education or Community Development
Experience and Knowledge	<p>Sound understanding of Health &amp; Wellbeing and community development including behaviour change approaches and use of insight</p> <p>Knowledge of the principles of project planning and implementation</p> <p>Experience of developing and writing annual development plans</p> <p>Experience of developing relationships and working in partnerships with a range of organisations</p> <p>Experience of working in an education setting or school environment</p>	<p>Experience of report writing and collecting data</p> <p>Experience of Health/Wellbeing and Community Development work</p>
Ability and Skills	<p>Able to produce long term plans with clear outcomes and to monitor and evaluate their effectiveness</p> <p>Ability to manage specific areas of a project/event</p> <p>Demonstrate an ability to facilitate and nurture partnership working</p> <p>Excellent communication, negotiation and interpersonal skills</p> <p>Ability to work as part of a team</p> <p>Excellent personal organisation skills</p> <p>Able to prioritise/meet deadlines as and when required</p>	Evidence of skills in publicity and promotion

Attributes	Essential criteria	Desirable criteria
	IT literate with understanding and experience of Microsoft Office products	
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  Flexibility in organising work and time including managing/evening/ weekend work  Able to travel readily to a variety of work related locations  Ability to meet objectives on own initiatives	