

Job Description and Person Specification

Job details

Job title: Public Health Engagement Specialist – 2-year Fixed Term

Grade: BCW/ENC Grade 6 (£33,945 - £38,223)

Reports to: Research & Evaluation Manager

Responsible for: N/A

Directorate and Service area: Public Health

Purpose of the job

This role has been established to develop and drive forward the engagement activity across the Public Health service in order to build stronger relationships with stakeholders, people with lived experience, partners as well as the wider council to better deliver PH outcomes through indirect influence and directly through service commissioning activities. The role will work to help improve Public Health service availability, customer led provision, co-production and inclusive practice and equity for all, including seldom heard groups and those with protected characteristics.

Principal responsibilities

1. Work with PH colleagues and the corporate Consultation and Engagement Team to develop and strengthen connections and influence across the wider council.
2. Develop activities in relation to stakeholder engagement and people with lived experience to better inform PH outcomes across the system.
3. Working through the ICS Place based activity, ensure that the PH Service use intelligence including the lived experience of local people and stakeholder groups to improve service commissioning and design to better achieve PH outcomes.
4. Work with the Head of Commissioning to ensure joined up working and the voice of the customer is represented within the commissioning cycle.
5. Prepare and present information and reports including guidance and/or findings using a variety of oral and written methods, to a wide range of people and organisations.
6. Provide PH teams with expert advice on engagement to maximise effectiveness, both for the PH service, stakeholders and people with lived experience.
7. Develop and deliver an annual engagement workplan in conjunction with the PH senior management team and Comms Lead.
8. Identify share and help implement good practice in relation to engagement activities and links to commissioning, providing specialist expertise, including co-design and co-production to the PH 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.

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.

This is a hybrid role with an office base at Kettering. The ability to attend a variety of venues across NNC is required, as is the ability to attend meetings and events in person. Occasional out of hours working may be required.

Special features of the post

DBS

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

Political Restrictions

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

Medical Clearance

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Relevant degree level qualification for example PH, engagement/communication or equivalent experience	Masters in PH
Experience and Knowledge	<p>Experience of designing leading and implementing successful organisational or service engagement activities at scale</p> <p>Experience of partnership working across the public sector</p> <p>Experience of report writing (including formal committee reports) as well as writing and delivering presentations to a wide range of audiences</p> <p>Demonstrable knowledge relating to best practice in user engagement including project design and the different engagement methods of delivery, including co-production</p> <p>Knowledge of appropriate communication and engagement techniques to support effective engagement, including seldom heard groups and those who lack mental capacity or who have disabilities which may impair their communication</p> <p>Knowledge of the implications and limitations of different approaches to engagement</p> <p>Experience of working with, and supporting, diverse customer groups</p>	<p>Knowledge of local authority cultures, pressures and processes</p> <p>Knowledge of social marketing</p> <p>Experience of working in a health-related public sector body such as a local authority, the NHS or equivalent</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Excellent oral and written communication skills</p> <p>Excellent collaboration skills with the ability to work across a diverse range of organisations and teams to the benefit of PH activities and outcomes</p> <p>Ability to plan and deliver to set timescales, as well as prioritising as appropriate – a solution orientated self-starter.</p> <p>Ability to communication in various ways with a variety of people at all levels- professionals, councillors, local people, VCSE and other stakeholders etc</p> <p>Ability to collate and interpretate Qualitative & Quantitative data, information and presenting to a variety of audiences at all levels and in a variety of formats, both written and oral.</p> <p>Ability to develop and deliver engagement projects that meet the requirements of the PH Service</p> <p>Ability to recognise political sensitivity within an activity.</p>	Experience of budget management

Attributes	Essential criteria	Desirable criteria
	<p>Ability to manage competing priorities and work accurately at pace.</p> <p>Excellent IT skills including MS Office suite of programmes, Excel etc</p> <p>Strong negotiating and problem solving skills</p> <p>If this is a customer-facing role, spoken English fluency must be included here (refer to the guidance for managers on the English Fluency duty).</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<ul style="list-style-type: none"> • This is a hybrid role. • Access to and attendance at office and meeting locations in the North Northants area and ability to travel to these is required • Ability to attend face to face meetings in Northamptonshire when required including occasional meetings outside of normal office hours. <p>Flexible approach to work, and demonstrable commitment to the council's "One Team" approach.</p>	