

Kent County Council

Job Description: *South East Association of Directors of Public Health (ADPH) Network Coordinator*

Directorate:	Chief Executive's Depart
Unit/Section:	Public Health
Grade:	KR11
Responsible to:	Director of Public Health

Purpose of the Job:

Kent County Council on behalf of the South East Association of Directors of Public Health (SE ADPH) is hosting this fixed term position (which is open to secondment) to co-ordinate SE ADPH functions and to maintain oversight on the South East Public Health Sector Led Improvement agenda. This post is funded by contributions from Directors of Public Health regionally.

The post holder will oversee and co-ordinate the substantial SE ADPH network and will provide support to SE ADPH meetings and events.

The postholder will:

- Coordinate all regional SE ADPH functions and take forward local ADPH issues.
- Lead on the Public Health Sector Led Improvement (SLI) Programme.
- Coordinate the Regional ADPH formal committee and working groups as well as sustain relationships with partners such as Office for Health Improvement and Disparities (OHID), UK Health Security Agency (UKHSA), NHS England (NHSE) and the Regional Public Health Group.

They will be expected to work across all Local Authorities in the region, agree a work programme with SE ADPH regionally, maintain trust with DsPH.

They should be able to cope with multiple and changing demands, and to meet tight deadlines.

The post holder will have a high level of autonomy with some direct management from their line manager and will be line managed by the Kent Director of Public Health on behalf of SE ADPH but will report to the regional ADPH representative(s). They will also have key relationships with Directors of Public Health (DsPH) and ADPH associate members within the region together with the Centre Director and staff from Public Health England.

Main duties and responsibilities:

- Support the SE ADPH Chair and Vice Chair in developing an effective network with and between SE ADPH and the central ADPH team.
- Maintain an overview of all networks reporting to SE ADPHs and their workstreams.
- Lead on Public Health Sector Led Improvement working with the SE ADPH Lead.
- Represent the ADPH in appropriate fora.
- Manage Resources such as staff, confidential information and finances, as needed.
- Commission work from external suppliers where appropriate.
- Arrange and support meetings, teleconferences and workshops.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *South East Association of Directors of Public Health (ADPH) Network Coordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to A level standard or equivalent and/or extensive experience
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a professional environment and a multidisciplinary team• Experience of working in a virtual team• Manage Resources such as staff, confidential information and finances
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Project management skills and experience• Able to manage multiple work streams, prioritise effectively and work under pressure to meet deadlines• Clear and effective communication skills both oral and written• Strong influencing, leadership and negotiating skills• Able to work independently as part of a virtual team• Self-confident, motivated and able to bring out the best in others• Strong business administration skills• High level of literacy• Good standard of IT literacy including using MS Office (Word, Excel, Outlook and PowerPoint)• Able to travel to areas across South East of England and London
KNOWLEDGE	<ul style="list-style-type: none">• Experience of successful partnership working
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make

	<p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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