

Kent County Council

Draft Job Description: Public Health Training Support Officer

Directorate:	Adult Social Care, Health and Wellbeing
Division:	Public Health
Grade:	KR9
Responsible to:	Public Health Principle in Training and Workforce Development

About us

The Public Health team commissions a wide range of services to improve the health and wellbeing of Kent residents including sexual health services, drug and alcohol services, health visiting, school nursing, mental health promotion and weight management. We are looking for a highly motivated individual to join our busy team and ensure we are offering the most up to date evidence based training.

Purpose of the Job:

Contribute to the development and delivery of Public Health training packages and ensure they are safe, of high quality, cost effective, sustainable and work towards improving the health of the population and reduce health inequalities in Kent.

Contribute to the implementation, running and evaluation of training across the county. To support the development and delivery of Kent's Public Health Training needs and support the reduction of health inequalities. The post holder will be working closely with a wide range of public, private, voluntary, and academic sector partners from across the system. They will be responsible for coordinating and directing partner activity and networking sessions.

Main duties and responsibilities:

- To keep up to date with public health training theory and practice. This will include liaising with other local areas, so that best practice and learning can be shared between local authorities.
- Promote the training packages within KCC and across partnership agencies at a local level to ensure full user and stakeholder participation.
- To ensure training data and performance statistics are kept up to date and accurate, which will require methodical approaches and good attention to detail to ensure a high level of data quality.
- Recruit new training applicants and promote training courses, as well as proactively identify viable partnership options, facilitate communication between partners and facilitate collaborative working options to broaden the scope of Public Health learning and knowledge through best practice and information exchange and to find practical

actions to reduce health inequalities in Kent. Maintain existing partnerships and coordinate and monitor provider activity, as agreed with Public Health Training Manager.

- Work closely with the Public Health Commissioning team to provide training advice on tender documents for programmes of delivery and insights work. Contribute to training plans and development of new programmes.
- Keep accurate records of training applications, training courses as well as finance and use the outcomes to inform reporting to senior management, in line with GDPR and data protection processes.
- Develop an up to date working knowledge of relevant local services and initiatives to inform training outcomes, planning and decision-making.
- Contribute to the local agendas working on behalf of KCC and the wider partnership arrangements, demonstrating an awareness of the political environment and application of concepts and principles.
- Attend and contribute to Kent Surrey Sussex Workforce Development meetings. Working collaboratively across the South East on joint agendas such as Making Every Contact Count Training and other shared initiatives.
- Book, plan, allocate applicants and organize delivery of training. Support Public Health Training Manager with delivery of training as appropriate.

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: Public Health Training Support Officer

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

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

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to degree level or equivalent experience• Project or Programme management qualification or willingness to work towards this
EXPERIENCE	<ul style="list-style-type: none">• Experience working within Public Health or a related field• Excellent verbal and written communication skills with the ability to present complex/sensitive information in an understandable way to people at all levels.• Experience of joint working and working in multi-agency partnerships at a local level• Experience of stakeholder engagement• Experience of leadership in projects
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication and partner engagement skills• Excellent ICT skills to maintain accurate databases• Ability to use analytical skills to interpret complex information and situations. Implementing plans which take several months up to a year to formulate.• Undertakes work that requires a range of imaginative solutions and responses and involves application of innovative thinking.• Excellent negotiation and planning skills• Awareness of the political environment and how it impacts on the implementation of aspects of work• Ability to effectively prioritise and work to tight deadlines.• Demonstrable commitment to promoting diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none">• Understanding of Public Health and Health Inequalities.• A working knowledge of planning, implementing, and evaluating projects or programmes• A clear understanding of partnership and multi-agency working.• Up to date working knowledge of national and local priorities in relation to health improvement and public health.• Awareness of Data Protection and confidentiality issues.• Ability to travel to meet the requirements of the service.
BEHAVIOURS AND KENT VALUES	<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

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making