

## Kent County Council

Job Description: *Public Health District and Borough Partnership Co-Ordinator*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Public Health</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Public Health Strategic Lead Consultant</b>

### **Purpose of the Job:**

The postholder will be responsible for overseeing the co-ordination management, implementation and delivery in of projects supporting the Districts and Boroughs in their work on improving public health and reducing health inequalities, through action on the wider determinants of health and the local implementation of the Kent and Medway Integrated Care Strategy which is also the Kent Joint Health and Wellbeing Strategy.

Lead in the development, support, monitor, and review activity relating to specific projects within the Public Health Division, providing support and advice to managers and Consultants in Public health across the department, in order to deliver effective project implementation in line with budgets and timescales.

Monitor the implications of legislation and local and national initiatives which may impact on the Directorate's services and users.

### **Main duties and responsibilities:**

- Lead in the co-ordination management, implementation, and delivery in of projects supporting the Districts and Boroughs in their work on improving public health and reducing health inequalities, through action on the wider determinants of health and the implantation plans developed by the local health alliances.
- Lead the delivery of a range of projects across the Directorate and across the Public Health Division at all stages of the project cycle, under the guidance of the Public Health Strategic Lead Consultant and the Director of Public Health (DPH) and Deputy Director of Public Health (DDPH), including project initiation, planning, management and consultation, in order to ensure effective, efficient and high quality projects within defined processes and to the appropriate timescales.
- Monitor and evaluate the progress of the project, identifying any scope for improvement to current projects or any problems or constraints as determined by legislation, national and local initiatives, Directorate or County policy etc in order to develop project briefs which support agreed and changing objectives.
- Provide line management and leadership to a team of four district and borough partnership project officers.
- Monitor activity, as agreed with Public Health Strategic Lead Consultant in order to ensure that overall project objectives are met.

- Maintain regular and effective communication with DPH, DDPH and Public Health Senior Management Team members, including recommendations and reports on projects in order to ensure that informed decision-making takes place.
- Develop specialist knowledge of relevant services and initiatives related to the projects to enable informed decision-making throughout the various stages of the project and ensure effective briefing of Members, Senior Officers, and all stakeholders.
- Develop and implement contingency plans so that any services affected by the project can continue to be provided if the original plan does not meet particular timescales.
- Promote the programme of work within KCC and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
- Prepare a business plan for the Project, to reflect the requirements of any external funding and to ensure the appropriate development of services via targeted projects.
- Develop, maintain, and analyse monitoring and audit information for all stages of the project, in order to ensure that all relevant standards are met.
- Create new partnerships and maintain existing partnerships with other local and national organisations, to broaden the scope of the project through best practice and information exchange and to maximise potential income opportunities.

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.

# Kent County Council

## Person Specification: *Public Health District and Borough Partnership Co-Ordinator*

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• NVQ4 to 5 or equivalent and full professional qualification. Willingness to work towards an appropriate Project or Programme Management qualification if required</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Substantial project management experience within a relevant field ideally across different organisations.</li><li>• Experience of joint working and working in multi-agency partnerships at a local, regional, and national level</li><li>• Experience in working with local district and boroughs</li><li>• Staff supervision and management</li><li>• Managing budgets and forecasting</li><li>• Direct experience of work involving analysis or review in a range of settings</li><li>• Experience of presenting reports and participating in meetings with elected Members and Senior Officers</li><li>• Experience and understanding of the main issues and internal policies, as well as services provided by the Directorate along with changing agendas.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Excellent communication skills (both verbal and written) to communicate with people at all levels</li><li>• Excellent presentation and negotiation skills</li><li>• Ability to think creatively and strategically</li><li>• Ability to manage and deliver change appropriately</li><li>• Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies</li><li>• Ability to analyse and interpret complex data</li><li>• High level of political and organisational skills – tact and diplomacy</li><li>• Ability to challenge accepted ways of working</li><li>• Excellent organisational and co-ordination skills</li><li>• Ability to meet strict deadlines and targets</li><li>• Ability to effectively plan and implement projects</li><li>• Project initiation, implementation, and evaluation skills</li></ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of issues relating to specific project areas</li><li>• Good working knowledge of legislation relating to the project areas</li><li>• Up-to-date knowledge of research and policy developments which impact on the project areas</li><li>• Good general knowledge across a broad range of the Council's services in order to ensure that proposals are consistent with the Council's overall policies and directives</li><li>• Awareness of and responsiveness to political issues</li><li>• Knowledge and understanding of budgetary and financial procedures including external funding mechanisms</li></ul>
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**KENT VALUES  
AND CULTURAL  
ATTRIBUTES**

**Kent Values:**

- 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