

## Kent County Council

Job Description: *Public Health Training & Development Officer*

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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>KSG</b>                                                            |
| <b>Responsible to:</b> | <b>Public Health Principle for Training and Workforce Development</b> |

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

To lead the development, delivery and continuous improvement of high-quality Public Health training programmes across Kent, ensuring they are safe, effective, sustainable and deliver value. The role will focus on improving population health outcomes and reducing health inequalities through a strategic, system-wide approach to workforce development.

The post holder will provide oversight of the implementation, coordination and evaluation of training activity across the county, ensuring provision meets current and emerging needs and demonstrates measurable impact.

Working collaboratively with a wide range of partners across the public, private, voluntary and academic sectors, the role will lead and influence system-wide engagement, aligning partner activity, strengthening networks, and embedding best practice to support a skilled and responsive workforce.

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

- Maintain expert and up to date knowledge of public health learning and development practice, advising colleagues and drawing on regional and national networks to shape and share best practice, ensuring alignment with wider public health priorities and maximising uptake.
- Lead and manage the delivery of training programmes such as the Kent Public Health Champion training programme ensuring service performance, key progress indicators and agreed outcomes are achieved. Ensure relevant supporting documentation is completed including; Equality Impact Assessments and Data Protection Impact Assessments are completed.
- Interpret and apply KCC and NHS training policy guidance to develop and sustain effective multi-agency partnerships, working across the system to expand reach, align priorities and support collaborative approaches to reducing health inequalities.
- Provide high-level oversight of training data, performance and governance, ensuring accurate systems are in place and using insight to inform strategic decision-making, reporting and service improvement.

- Represent KCC in local, regional and multi-partnership forums, influencing workforce development agendas and contributing to wider strategic objectives, including MECC and prevention initiatives.
- Develop, coordinate and sustain a Champions volunteer network, ensuring members are supported with ongoing learning, CPD opportunities and up-to-date knowledge to effectively champion emerging public health priorities across the system.
- Lead and deliver a programme of bitesize learning across the Public Health Directorate, designing and coordinating accessible, targeted learning opportunities to build capability and support organisational priorities, working with colleagues in other directorates to ensure there is no overlap.
- Apply in-depth knowledge of local services, policy and system priorities to shape training approaches and influence outcomes at a strategic level.
- Keep accurate records of training applications, training courses, volunteer details, as well as finance and use the outcomes to inform reporting to senior management, in line with GDPR and data protection processes.
- 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 development.
- Provide flexible cover and support during periods of absence, including attending and contributing to regional and local training meetings, as well as delivering MECC training at short notice to ensure continuity of provision where trainers become unavailable.

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 & Development Officer*

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

**CULTURAL  
ATTRIBUTES**

- 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