

Kent County Council

Job Description: Public Health District and Borough Partnership Officer

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KR10 (£37,374 - £43,592)
Responsible to:	Public Health District and Borough Partnership Coordinator

Purpose of the Job:

The postholder will be supporting the co-ordination, management, implementation and delivery of projects supporting a cluster of three Districts and Boroughs in their work on improving public health and reducing health inequalities, through action on the wider determinants of health.

Support the development, implementation, monitoring and review of activity relating to specific District and Borough projects and programmes, and provide support and advice to managers and officers across the cluster's Districts and Boroughs, and the local Health Alliances.

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

The postholder will work within a locally agreed matrix management structure including officers in the cluster's District and Boroughs with additional professional direction and guidance from officers in KCC Public Health.

Main duties and responsibilities:

- Support the delivery of a range of projects and programmes across the cluster Districts and Boroughs at all stages of the project cycle, as directed by the local stakeholder leadership, including project initiation, planning, management and consultation, in order to ensure effective, efficient and high quality projects and programmes within defined processes and to the appropriate timescales.
- Monitor and evaluate the progress of the project/ programme, identifying any scope for improvement to current projects/programmes or any problems or constraints as determined by legislation, national and local initiatives, District and Borough or Public Health Division or County policy etc.

- Maintain regular and effective communication with Senior and Chief Officers and Health Teams 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 other stakeholders.
- Provide support to the local stakeholder leadership and District and Borough Partnership Coordinator in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.
- 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 project within the District or Borough 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/ Programme, 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/ programme, in order to ensure that all relevant standards are met.
- Create new partnerships as well as maintaining existing partnerships with other local and national organisations, specifically to broaden the scope of projects/ programmes through best practice and information exchange and to maximize potential income opportunities.

Footnote: This job description is provided to assist the job holder to know what his/her 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 District and Borough Partnership Officer

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

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge of issues relating to specific project areas • Good working knowledge of legislation relating to the project areas • Up-to-date knowledge of research and policy developments which impact on the project areas • 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 • Political awareness, diplomacy and sensitivity • Knowledge and understanding of budgetary and financial procedures including external funding mechanisms
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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>