

Kent County Council

Job Description: *Senior Project Officer (Public Mental Health & Darzi Fellowship Challenge)*

Directorate: Strategic and Corporate Services

Unit/Section: Public Health (Mental Health)

Grade: KR10

Responsible to: Consultant

Job Type: Full-Time, Fixed Term (12 months) including study for a PGCert Leadership in Health (Darzi Fellowship) over the course of the 2021/22 academic year. [Find out more about the Darzi Fellowship Challenge programme and criteria here.](#)

Applicants from within Kent County Council may apply for this role as a secondment, but will need to seek their manager's permission before applying.

Location: A mix of homeworking and travel to Maidstone, occasional travel within the Kent & Medway geographical area will be required. Mandatory study days will require travel into London.

Purpose of the Job:

To ensure the Prevention Concordat for Better Mental Health (PCfBMH) programme in Kent & Medway is developed to reflect the County's diverse population. To invigorate public engagement activities to ensure seldom heard communities across the four integrated care partnerships (ICP) areas of Dartford, Gravesham and Swanley; East Kent; Medway and Swale; and West Kent are listened to, and communities feel empowered to take charge of their own mental health.

To develop, support, implement, monitor and review the PCfBMH Network Action Plan in partnership with an established multi-agency Network and its Chair.

To develop key relationships across multiple stakeholders in a way that supports system leaders listen to each other, and the public, to enable primary, secondary and preventative mental health services to take better decisions.

This Senior Project Officer role is combined with participation in the Darzi Fellowship Challenge 2021/22.

Main duties and responsibilities of job:

1. Support and manage the PCfBMH programme across Kent & Medway including programme initiation, planning, management of programme dependencies, development of sustainability plan, and lessons learned report.
2. Monitor and evaluate the progress of the programme, identifying any scope for improvement to current elements or any problems or constraints as determined by legislation, national and local policy and initiatives.
3. Maintain regular and effective communication with relevant stakeholders including recommendations and reports on elements to ensure that informed decision-making takes place.
4. Create a network of stakeholders across Kent & Medway and develop specialist knowledge of preventative public mental health to enable sharing of learning and best practice.
5. Plan, develop and facilitate an in-depth public engagement (listening) project.
6. Promote the PCfBMH programme across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.
7. Develop, maintain and analyse monitoring and audit information for all stages of the programme, to ensure that all relevant standards are met.

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.

Kent County Council

Person Specification: *Senior Project Officer (Public Mental Health & Darzi Fellowship Challenge)*

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">• Undergraduate degree or equivalent (e.g. NVQ 6).• Evidence of professional postgraduate training or equivalent from a recognised training programme or professional organisation.• Satisfactory progression through professional postgraduate training or equivalent as evidenced by satisfactory outcomes in relevant examination or certification.• Where applicable to current role, meets 'Out of Programme Experience' requirements or other required permissions.• Where applicable to current role, holds full registration with a relevant professional body.
EXPERIENCE	<ul style="list-style-type: none">• Previous project management experience or co-ordination, management or leadership experience either at undergraduate or postgraduate level.• Experience of working in multi-agency partnerships.• Experience of presenting reports and participating in meetings with senior staff.• Experience of managing budgets and forecasting
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both verbal and written) to communicate with people at all levels.• Ability to train others.• Ability to work with, and lead others, across professions.• Ability to use technology to reduce travel time, expense and carbon footprint.• Excellent presentation and negotiation skills.• Ability to work individually as part of a virtual team.• 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.

	<ul style="list-style-type: none"> • 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.
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of Public Health (Mental Health)'s role in local healthcare provision. • Understanding of Public Health (Mental Health)'s role in local Suicide Prevention. • Knowledge of organisational development or management or leadership development theory, principles or programmes. • Understanding of current issues and challenges within health care delivery across the wider NHS and local authority settings. • Understanding of budgetary and financial procedures including external funding mechanisms. • Some understanding of quality improvement or safety improvement or clinical governance principles being applied in clinical settings.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p>