

## Kent County Council

### Job Description: Senior Project Officer (Public Mental Health – High Risk Groups)

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| <b>Directorate:</b>    | <b>Adult Social Care and Health</b>                                                 |
| <b>Unit/Section:</b>   | <b>Public Health (Mental Health)</b>                                                |
| <b>Grade:</b>          | <b>KSH</b>                                                                          |
| <b>Responsible to:</b> | <b>Suicide Prevention Specialist &amp; the Suicide Prevention Programme Manager</b> |

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

Design, deliver and evaluate interventions (including research) to improve wellbeing, and reduce the risk of self-harm and suicide amongst high-risk population groups including (but not limited to);

- Children and young people
- People bereaved by suicide
- People impacted by domestic abuse
- People in financial difficulty
- Middle aged men
- People who self-harm

To spread learning, share best practice and provide system leadership in relation to these high-risk groups.

To develop and maintain key relationships across multiple stakeholders in a way that provides system leadership and enables primary, secondary, VCS and preventative mental health services to deliver high-quality and safe services.

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

1. Design and manage a range of projects across the Public Mental Health and Suicide Prevention Programmes (and within a multi-agency context at all stages of the project cycle), including pre-assessment, project initiation, planning, management of project dependencies, development of sustainability plan, assisting in the project closure and lessons learned reports.
2. Monitor and evaluate the progress of the projects, identifying any scope for improvement and addressing any problems or constraints.
3. Undertake research to develop specialist knowledge of relevant issues, and initiatives related to high-risk groups. This will include regular analysis of the Real Time Suspected Suicide Surveillance data set and sharing findings with partners where appropriate.
4. Monitor and support any relevant commissioning activity, as agreed with partners, in order to ensure that overall project objectives are met.

5. Maintain regular and effective communication with stakeholders (at all levels), including recommendations and reports on projects to ensure that informed decisionmaking takes place.
6. Provide support to the Public Mental Health (Suicide Prevention) Programme Manager in the planning and monitoring of project budgets to ensure tight financial control and the effective use of resources.
7. 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.
8. Promote and present the Public Mental Health and Suicide Prevention Programme within KCC and across partnership agencies at a strategic level.
9. Continue to develop the Suicide Prevention Networks, through the coordination of quarterly Network meetings, including, occasional chair responsibilities.
10. Support in the organisation and coordination of the annual conference and other related events.

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: Senior Project Officer (Public Mental Health – High Risk Groups)

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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.

|                             | CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>- Undergraduate degree or equivalent (e.g. NVQ 5/6).</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>- Previous project management experience.</li><li>- Experience of working in multi-agency partnerships.</li><li>- Experience of presenting reports to and participating in meetings with senior stakeholders.</li><li>- Experience of developing and leading research projects, including data analysis.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"><li>- Ability to develop effective multi-channel communication at all stages of the project</li><li>- Ability to work with, and lead others, across professions.</li><li>- Ability to build relationships across organisational and professional boundaries and to work collaboratively with external agencies at a strategic level.</li><li>- Excellent presentation and negotiation skills.</li><li>- Ability to work individually as part of a virtual team.</li><li>- Ability to effectively plan, implement and evaluate projects.</li><li>- High level of political and organisational skills – tact and diplomacy.</li><li>- Ability to challenge accepted ways of working.</li><li>- Ability to think creatively and strategically.</li><li>- Excellent organisational and co-ordination skills.</li><li>- Ability to meet strict deadlines and targets.</li><li>- Ability to use technology to reduce travel time, expense and carbon footprint.</li></ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"><li>- Understanding of Public Health's role in public mental health.</li><li>- Understanding of Suicide Prevention policies, roles and responsibilities in local areas.</li><li>- Some understanding of budgetary and financial procedures including procurement and monitoring budgets.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PERSONAL QUALITIES</b>   | <ul style="list-style-type: none"><li>- Evidence of continuous professional development.</li><li>- Understands importance of self-care to maintain good mental wellbeing.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                            | <ul style="list-style-type: none"> <li>- Flexible and reliable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |