

## Kent County Council

### Job Description: Programme Manager

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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>KSH (KR10)</b>
<b>Responsible to:</b>	<b>Consultant in Public Health</b>

#### **Purpose of the job:**

The post holder will have a key role in supporting the consultant in public health to progress and complete components of the public health service transformation programme relating to 5-19 year olds.

The post holder will support in the identification of health needs of school aged children. This will include monitoring of activity in specific programmes of work.

The post holder will support in the continual development and evaluation of prevention and public health programmes.

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

1. Support aspects of the public health transformation programme to ensure the procurement of services which will deliver provision to support differing health needs.
2. Contribute to public health activity required which prepares and supports the forthcoming SEND inspection.
3. Provide understanding of data to articulate the needs of secondary aged children identified in the health needs assessment.
4. Support the development and publication of a communication for family hubs about the 0-19 years public health commissioned services relating to 5-19 year olds.
5. Develop and maintain links with system partnership organizations and agencies.
6. Build and maintain regular and effective communication with colleagues at all levels within public health, multi-agency partners; attending team briefings including recommendations and reports on programmes to ensure that informed decision making takes place.
7. Develop specialist knowledge of the programmes and services commissioned and monitored by public health for school aged children and build awareness of the wider system provision.
8. Deliver presentations to a variety of audiences, both internal and external to the organisation, by way of a variety of methods tailored to the needs of the audience.

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: Programme Manager

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ4 to 5 or equivalent and full professional qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Substantial project management experience within a relevant field</li> <li>Experience of joint working and working in multi-agency partnerships at a local, regional and national level</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> </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 programme areas</li> <li>Good working knowledge of legislation relating to the programme 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>Political awareness, diplomacy and sensitivity</li> <li>Knowledge and understanding of budgetary and financial procedures including external funding mechanism</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>We are brave. We do the right thing, we accept and offer challenge</li> </ul>

	<ul style="list-style-type: none"><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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