

Kent County Council

Job Description Housing and Health Project Officer

Directorate	Adult Social Care and Health
Unit/Section	Public Health
Grade	KR7
Responsible to	Kent Housing Group and Deputy Director of Public Health

Job Purpose

To support the Kent Housing Group's (KHG) subgroups around emphasising the importance of housing as one of the strongest determinants for health and wellbeing with a focus on the Housing, Health, and Social Care Sub-Group, but also working across other subgroups to identify and support housing and health. The post holder will carry out research, seek resources, co-ordinate partners to deliver and monitor key project outcomes and provide secretariat to meetings and support KHG partners to improve the integration between housing, health, and social care services across Kent and Medway by delivering targeted projects based on needs. The post holder will drive and deliver the KHG Housing, Health, and Social Care Sub-Group Action Plan and ensure outcomes reflect the [Kent and Medway Housing Strategy](#) and participate in the Events Group that organises KHG events.

Accountabilities

- 1.** Help set, implement, and monitor the work plan for the KHG Housing, Health, and Social Care sub-group ensuring a good fit with the objectives of Kent Housing Group, the Kent and Medway Housing Strategy, and the sub-group member priorities and report outcomes to the KHG Board and to the Public Health Team.
- 2.** Actively liaise with KHG staff and all subgroups chairs to ensure excellent communication and support good partnerships working across KHG
- 3.** Design and deliver targeted projects to meet the needs of local communities and all the KHG Sub-Group's priorities, particularly relating to the integration of health, housing, and social care services across Kent and Medway.
- 4.** Carry out research to identify and evidence need, work with KHG partners to deliver targeted projects locally and across areas to upscale best practices and improve access to key services and interventions.
- 5.** Coordinate the delivery of targeted work across partners. Support others to promote and improve wider health determinants relating to housing, to improve health and wellbeing, and deliver the Kent and Medway Housing Strategy Objectives
- 6.** Undertake specific tasks in response to the requirements of related Government initiatives, policies, and local agenda or policy reform that may affect the implementation of any sub-groups or the Kent and Medway Housing Strategy's action plans.
- 7.** Carry out effective project management, data analysis, and research to develop services and drive innovation.

8. Contribute to the work of the Kent Housing Group including leading on projects, taking responsibility for aspects of major projects and event management, and taking part with other team members in 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 the post.

Kent County Council

Person Specification Housing and Health Project 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"> • Educated to level 3 diploma or an equivalent level qualification or experience • Fluent in English and at least 3 GCSEs or O' Levels including Maths and English at Grade C or above • Effective computer skills with the ability to use all Microsoft packages
Experience	<ul style="list-style-type: none"> • Project management experience • Experience of creating strong partnerships and innovative ways of working with others • Demonstrable research and evaluation skills • Ability to provide statistical data
Skills and Abilities	<ul style="list-style-type: none"> • A positive and proactive approach to working with vulnerable people and partners • Excellent organisational, negotiating, and co-ordination skills • Excellent verbal and written communication skills to a technical and professional standard. • Report writing at a strategic level with good attention to detail • Able to work under pressure in a demanding service environment • Strong negotiation and problem-solving skills • Able to work within a team as well as under own initiative to make key service decisions • Customer focused approach to achieve a very high standard of customer service • Able to travel around Kent and Medway in a timely manner
Knowledge	<ul style="list-style-type: none"> • Working knowledge of housing, health, and/or social care • Knowledge of working with vulnerable groups • Knowledge of monitoring and evaluating projects to demonstrate outcomes against performance indicators
Kent Values and Cultural Attributes	<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

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