

Kent County Council

Job Description: Public Health Officer

Directorate:	Chief Executive Department
Unit/Section:	Public Health
Grade:	KSG
Responsible to:	Perinatal Mental Health and Parent Infant Relationship Strategy Facilitator

Purpose of the Job:

To support and monitor the breadth of activity in the Best Start in Life Delivery Plan relating to Peri-natal Mental Health, Parent Infant Relationships, and Infant Feeding, as part of the Family Hub model.

To provide continuous support to the team by promoting all workforce development programmes commissioned for Best Start in Life, monitoring uptake and establishing processes to avoid low attendance

To identify and establish a platform for understanding delivery of train-the-trainer programme activity.

To provide administrative and organizational support to the team, across a range of projects that support the Best Start in Life priority areas.

Main duties and responsibilities:

- Provide day-to-day project support to the Perinatal Mental Health and Parent-Infant Relationship Strategy Facilitator and Infant Feeding Strategy Facilitator in administering projects and meetings.
- To ensure all opportunities to engage with partners to access workforce development opportunities are utilised by providing effective and efficient communications with system partners.
- To map regularly compliance of all Best Start in Life workforce development opportunities accessed by district roles, including all Train-the-trainer programmes, for example Baby Massage and Baby Friendly Initiative
- To manage bookings onto relevant training courses
- To regularly co-ordinate and monitor the delivery plan, highlighting any risks and communicating updates with the team.

- To lead on drafting Best Start in Life updates for newsletters and bulletins, such as the Family Hub Network Bulletin and Healthy Start newsletter
- To lead on ordering and tracking resources such as equipment and communications including managing distribution. To update and monitor order forms, ensuring partners receive resources as required.
- Maintain a robust monitoring and quality control system for projects, providing regular reports as required, to enable the provision of informed data to colleagues, ensuring that projects are on target, enabling the identification and prompt reporting of budget targets and anomalies.
- Develop and maintain links with all partnership organisations and agencies, in order to ensure that intended outcomes are met or are on track to be met.
- Be flexible and responsive to provide business support for all Best Start in Life team members and meetings.

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: Public Health 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	Educated Level 4 or equivalent qualification
Experience	- Previous project experience in a relevant field - Experience of working with different partner organisations and agencies - Using a range of IT, with high level of expertise in use of Excel
Skills and abilities	- Ability to work in a politically sensitive environment - Ability to support projects which are complex in terms of scale, structure and impact - Ability to gather information and communicate - Ability to manage time effectively and prioritise own workload in a fast-paced programme - Excellent communication skills -verbal and written - Excellent interpersonal, negotiation and problem-solving skills - Demonstrable and effective planning and organisation skills - Ability to work to tight deadlines - Proven project management skills
Knowledge	- Good understanding of background issues relating to specific project areas - Good understanding of project management principles - An understanding of local government and the expectations of service users - Good understanding of inter-agency and partnership working - Developing understanding of Public Health and the need to reduce health inequalities
Kent Values and Cultural Attributes	Kent Values: - 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
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