

Kent County Council

Job Description: *Public Health Senior Project Officer (Suicide Prevention and Public Mental Health)*

Directorate	Strategic and Corporate Services
Unit/Section	Public Health / Suicide Prevention Programme
Grade	KR10
Responsible to	Suicide Prevention Programme Manager

Purpose of the Job:

This position plays a vital role in delivering outcomes within the very small but nationally influential Suicide Prevention Team based within KCC's Public Health Team.

It is anticipated that there will be four particular projects that this role will focus on during the 12-month contract.

1. Design, deliver and evaluate interventions (including research) to improve wellbeing, and reduce the risk of self-harm and suicide amongst people impacted by domestic abuse.
2. Design, deliver and evaluate interventions (including research) to improve wellbeing, and reduce the risk of self-harm and suicide amongst people in financial difficulty.
3. Project manage the Real Time Suicide Surveillance System with Kent Police.
4. Project manage the Kent and Medway Better Mental Health Network including overseeing Kent and Medway's application to become a signatory to the National Prevention Concordat for Better Mental Health.

However, this role is within a very small team and there will be a need to be flexible and respond to emerging trends and issues, as well as helping out with practical tasks such as event management and meeting administration.

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.
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 the Public Mental Health and Suicide Prevention Programme within KCC and across partnership agencies at a strategic level.

Footnote: This job description is provided to assist the job holder to know what their main duties are. Precise duties are likely to be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

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Person Specification: *Public Health Senior Project Officer (Suicide Prevention and Public Mental Health)*

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

<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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