

## Kent County Council

### Job Description: Suicide Prevention Project Support Officer

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Directorate:	Adult Social Care and Health
Division:	Public Health
Grade:	KR8
Responsible to:	Public Health Specialist (Suicide Prevention)

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

Provide support to the Public Health Specialist (Suicide Prevention) on a range of specific Suicide Prevention funded project initiatives within a multi-agency context in order to facilitate completion and implementation of the projects concerned.

Implement specific projects at a local level, working across local communities in partnership with colleagues from the public, voluntary and private sectors.

**This is a fixed term role until March 31<sup>st</sup> 2025.**

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

- Undertake project work, in conjunction with the Public Health Specialist (Suicide Prevention), by defining objectives, methodology and information requirements, drawing up protocols and specifications and ensuring the development of appropriate systems and processes for specific project initiatives, in order to ensure effective outcomes.
- Support the Public Health Specialist (Suicide Prevention) by gathering and organising a range of information from a variety of sources, including computer systems, manual records and through personal contacts, in order to meet project objectives and timescales.
- Co-ordinate and track the provision of information relating to the project from all parts of the organisation, liaising with external partnership agencies where appropriate, checking and validating it to ensure that it is up-to-date, accurate and consistent, in order to ensure that managers are able to make fully informed decisions concerning future developments within the project.
- Brief and advise staff at all levels, including Senior Managers, as well as external agencies, concerning project progress, giving presentations and providing written reports and additional information as required, to ensure that they are fully informed at each stage of the project.

- Store, analyse and present information as appropriate, using a variety of techniques and tools, both computer and manual and designing spreadsheet and information tools as required, in order to meet project objectives and to inform further decision-making concerning the direction of the project.
- Undertake research and analysis as directed by the Public Health Specialist (Suicide Prevention) in order to meet project objectives.
- Monitor and record the project's progress against the established project plan, preparing summary reports from research, evaluating the ongoing process and highlighting conclusions from the analysis in order to decision-making.
- Prepare material for meetings and presentations held as part of project work, keeping track of agreed actions by partnership agencies and co-ordinating and tracking down responses to ensure that the project progresses within agreed timescales.
- Promote and market any activities relating to the projects concerned both internally to KCC and amongst partnership organisations, acting as the focal contact point and 'trouble shooter' in order to ensure that all parties are kept up-to-date with project developments.
- Establish and maintain links with statutory and voluntary agencies, staff from other projects, employers, partner agencies and other local authorities, sharing best practice in order to ensure an effective co-ordinated approach.
- Undertake direct training when required for project stakeholders and service users, including the production and completion of user surveys and questionnaires at the beginning and end of the project, to aid evaluation and ensure that the necessary requirements are fulfilled.

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 role

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### Person Specification: Project Support Officer

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ3 or equivalent and/or working towards a full professional qualification.</li> <li>• Willingness to work towards the Prince 2 Foundation and Practitioner qualifications if required.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in a relevant field (suicide prevention or mental health)</li> <li>• Experience of supporting projects</li> <li>• Experience of working with a range of partner organisations and agencies</li> <li>• Previous involvement in developing and delivering services and obtaining feedback</li> <li>• Experience of assisting with quality assurance and evaluation processes, data trawls etc</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Knowledge and practical experience of computer applications</li> <li>• Ability to manage a project and to work through others to plan and implement project work</li> <li>• Good negotiating, communication and interpersonal skills to liaise with people both internal and external to the organisation at differing levels of seniority</li> <li>• Ability to keep accurate records</li> <li>• Good report-writing skills</li> <li>• Ability to plan and prioritise workload and meet deadlines</li> <li>• Ability to analyse and research information</li> <li>• Ability to present information and data, both orally and written, to a range of audiences in a clear and concise manner</li> <li>• Ability to work effectively in a multi-agency environment</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Supervisory and management skills</li> <li>• Ability to work with minimum direction</li> <li>• Good research skills</li> <li>• Ability to travel across a wide geographical area in a timely manner at various times of the day</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Good understanding of issues relating to specific projects</li> <li>• Good understanding of the Programme and Project Management.</li> <li>• Broad understanding of legislation and national developments relevant to specific projects</li> <li>• Knowledge and practical experience of computer applications</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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> <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> <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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>