

**Strategy, Equality and Partnerships Directorate****Job Description**

<b>Post:</b>	Public Health Programme Officer
	This Post is not politically restricted
<b>Division:</b>	Public Health
<b>Grade:</b>	Grade C
<b>JE code:</b>	TS0794XV
<b>Reporting to:</b>	Public Health Senior Programme Officer
<b>Location:</b>	Council House, Victoria Square

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**Birmingham City Council Plan and Priorities**

We aim to be a city of growth where every child, citizen and place matters. Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything that the Council does, whether that's setting priorities, making decisions or delivering services.

Birmingham City Council will focus our resources on these key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great, clean and green city to live in
- Birmingham residents gain the maximum benefit from hosting the 2022 Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council's role is to provide strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

Public Health is an integral part of achieving this vision.

**Public Health Function: Key Principles**

The Public Health Division works across the council plan and is responsible for providing strategic leadership to develop the Council into a local authority that actively promotes population health. This will be achieved by being able to visualise and describe what a healthy Birmingham looks like and then equip others to share our vision and take action. We achieve this by championing the improved health and wellbeing of all citizens, but especially the most vulnerable.

Our vision is to improve and protect the health and wellbeing of Birmingham's population by reducing inequalities in health and enabling people to help themselves.

The work of the Public Health division is underpinned by three values:

Equity  
Prevention  
Evidence based practice

## Public Health Divisional Structure

The Public Health Division currently is structured around five core teams:

**Healthy Behaviours and Communities:** Inclusion Health team, People team, Food team, Communities team

**Lifecourse:** Children, Young People and Families team

**Lifecourse:** Adults team, Older People team,

**Knowledge, Evidence and Governance:** Knowledge team, Governance team, Evidence team, PHM team

**Health Protection and Environmental Public Health:** Health Protection teams, Built and Natural Environment team, Physical Activity, Addictions and Health in All Policies team

## Role Context

This full-time role will be based within the Inclusion Health Team of the Healthy Behaviours and Communities sub-division of Public Health. The post-holder will provide support and manage the development of evidence-based projects and approaches to reduce health inequalities affecting inclusion health population groups in Birmingham, e.g. the homeless, vulnerable migrants, people in contact with the criminal justice system, veterans, victims of domestic abuse and modern slavery, sex workers, those experiencing multiple disadvantages. This includes consolidating and reviewing data and evidence, carrying out or commissioning needs analyses, preparing and presenting reports with findings and recommendations, delivering or commissioning the delivery of projects focused on specific inclusion health groups.

We are looking for a skilled Public Health practitioner with a demonstrable experience of using data and evidence to underpin decisions and initiatives, who has experience of project management and delivery and has strong written and verbal communication skills.

This is an ideal opportunity for somebody who:

- has experience of working with a wide range of stakeholders in supporting Public Health outcomes
- understands the role of public health and other organisations in the inclusion health agenda
- has excellent organizational skills and is able to work independently to achieve expected outcomes and deliver quality outputs
- has experience of developing, commissioning and coordinating delivery of complex projects
- has strong written and verbal communication skills and experience in writing briefings, reports, project specifications and plans
- is able to learn, adapt and manage under pressure.

Management responsibility is subject to change and could result in no management responsibility or the responsibility of more than one member of the team at any time.

The expectation is for the role to support the Service Lead and Senior Officer to:

Manage the Inclusion Health Partnership (a sub-committee of the Health & Wellbeing Board) or other partnership groups. This includes maintaining them and driving them forward.

Project manage and coordinate the delivery of relevant partnerships' action plans.

Support the facilitation of the delivery and implementation of evidence-based PH interventions and programmes relating to the team's inclusion health portfolio of work i.e., poverty agenda, justice health, homelessness, etc.

Support and influence work to reduce demand and improve the health and wellbeing of groups who often face significant barriers to accessing mainstream services such as homeless individuals and veterans.

Contribute to development of programmes, policies, strategies and interventions in several public health areas.

Support the senior members of the team in monitoring the impact of any interventions and programmes related to inclusion health

Carry out project management and programme support duties, as required.

### **Role Responsibilities**

The post holders will implement practical and rigorous approaches to ensure that work has an impact on health and wellbeing. This includes:

Supporting Public Health activity through developing relevant subject matter expertise and technical skills

Identifying and using suitable sources of data and carrying out data analysis to help establish health needs

Engaging with citizens and other stakeholders to understand the local context of and feasibility of interventions

Communicating and presenting innovative solutions and best practice for health and wellbeing issues to stakeholders and citizens

Supporting work on equality impact assessments as required

Working flexibly and adapting to business needs and priorities in a manner that supports a positive culture of change.

Contributing to continuous improvements in performance, cost and quality to ensure KPIs, key outcomes and targets are achieved in line with Council and partner priorities, statutory and community requirements

Supporting the development of opportunities for collaboration across the Council and with external stakeholders

Targeting resources in areas that will achieve the greatest impact on improving citizens' health and wellbeing.

Carrying out assurance activity on the Directorate's mandated functions e.g. Data Protection, Information Management and Governance.

Supporting delivery of robust Business Resilience, Emerging Planning processes and systems and assurance.

Delegating activities relating to Data Sharing Agreements.

Supporting the activity required for the delivery of the Annual Report.

Arranging meetings, seminars and conferences as required, including room bookings, refreshments, catering and equipment and the distribution of relevant papers within required timescales i.e. agendas and minutes.

Minuting the various meetings attended by the Director of Public Health as required.

Managing the generic admin/support staff to ensure that functions of the team are delivered effectively and efficiently including delegation of work.

### **Special Conditions**

This vacancy is exempt from the Rehabilitation of Offenders Act

A DBS check will be undertaken

Observance of the **City Council's Equal Opportunities Policy** will be required.

**Strategy, Equality and Partnerships Directorate**
**Person Specification**
**Post:** Public Health Programme Officer

**Grade:** GRC

**Division:** Public Health

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;  
 T. = Test or Exercise; C. = Certificate; P. = Presentation.**

CRITERIA	ESSENTIAL	M.O.A.
<b>Education/Qualifications</b> <b>NB: Full regard must be paid to overseas qualifications.</b>	1. A degree or other relevant equivalent level qualification.	A.F. & C
	2. Experience in project management, Data protection/Information Governance or supporting change management processes.	A.F., C, I
	3. Must be prepared to continue with on-going professional development within the role.	I
<b>Experience</b> (Relevant work and other experience)	1. Experience of working with a wide range of partners and stakeholders in supporting Public health outcomes	A.F. P & I
	2. Has experience of writing effective briefings, reports and bid submissions.	A.F., I & T
	3. Experience of supporting effective new models and initiatives, reducing demand and improving the health and wellbeing of citizens.	A.F. & I
	4. Experience and understanding of Public Health priorities and relevant policy environment.	I
	5. Experience of identifying and analysing a wide range of data sets and other intelligence to inform performance, commissioning, strategy and policy development.	A.F., I & T
	6. Understanding of project management principles.	I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	1. Demonstrates good interpersonal communication skills, empathy, listening and encouragement.	I
	2. Understands the principles of Service Development and has an understanding of service development requirements.	I
	3. Understands the link between outputs and outcomes in meeting the needs of citizens.	I, T or P
	4. Understands and, as agreed, has the ability to make use of different types of communication including social	I

	5. media as a means to engage excluded groups in consultation. 6. Effective IT skills. 7. Understanding of the Public health priorities for improving health and wellbeing.	A.F & I A.F & I
<b>Values &amp; Behaviours</b>	Shows respect for diversity and values individual difference. Treats all people fairly and appropriately regardless of race, religious belief, gender, age, disability, sexual orientation, appearance or position.  Ability to raise awareness of the benefits of diversity and build active commitment to ensure equality of opportunity.	I  A.F. & I
<b>Criteria</b>	<b>Desirable requirements for specific posts</b>	<b>M.O.A.</b>
<b>Knowledge, Evidence and Governance</b>	1. Experience of identifying and analysing a wide range of data sets and other intelligence to inform performance, commissioning, strategy and policy development.	A.F. & I
<b>Population Health, Wellbeing and Care</b>	1. Understanding of the Public Health priorities for improving health and wellbeing of children and young people.	I
<b>Healthy Behaviours and Communities</b>	1. Working knowledge of Information Governance, Data Protection and the activities of the Health and Wellbeing Board  2. Working Knowledge of relevant local and national policy environment.  3. Able to recognise the importance of behavioural change to Public Health and apply innovative solutions.	A.F. & I  A.F. & I  I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.