

Role profile

Job Title:	Public Health Project Support Officer - Adults	Grade:	10
Department:	Public Health	Post no.:	66011
Directorate:	Adults and Public Health	Location:	Perceval House

Role reports to:	Public Health Principal
Direct reports:	None
Indirect reports:	Overseeing Principals the adult programme of work across the PH

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To support work on key adults public health topics across PH principals to help drive the delivery of the Adult public health priorities.
- The post holder, will support Public Health Principals to develop, deliver and evaluate Health Protection, Health Promotion and Public Health Campaigns in conjunction with the local authority comms lead for public health
- The post holder will work with the Public Health Principals to help improve and protect health and wellbeing, and reduce health inequalities
- To support work on key public health topic areas affecting adults working with a range of stakeholders both internal and external to the council including partnerships and communities
- Play a key role in developing, delivering and evaluating public health programmes across the PH principals work areas relating to adults

The nature of this post is one of continual development and the duties and responsibilities outlined in this job description may change from time to time to reflect the changing needs of the organisation.

Key accountabilities

The post will support the PH Principals to develop and implement actions across the adult portfolio with the workplan agreed across the Public Health Principals. This will be reviewed on a quarterly basis and may include a variety of workstreams across the following topic areas; Sexual Health, Mental Health, Health Protection, wider

determinants of health, CYP and families, healthy weight, physical activity, drugs & alcohol, tobacco, suicide prevention, older people and workplace health.

These workstreams are likely to include:

Project and Programme delivery – timely and high-quality outputs of assigned public health projects including commissioning and procurement activities such as market engagement and stakeholder workshops.

Communications and campaigns – collating, disseminating and promoting timely and high-quality health messages across the PH team in collaboration with the communications team. The post holder, will support Public Health Principals to develop, deliver and evaluate Public Health Campaigns that align with local, regional and national priorities.

Partnership working & Community/stakeholder outreach - The role will support the PH Principals in maintaining relationships with partners and local organisations. The role will also support any outreach activities as required.

Key performance indicators

- Support on Adults projects and programmes on agreed priorities
- Draft and format impactful reports and presentations with support from Public Health Principals e.g. Councillor briefings, stakeholder updates, funding bids and performance reports
- Support the planning, development, commissioning, implementation and assessment / evaluation of PH Principals work programmes
- Support the delivery of the day-to-day work of the PH Principals - Adults priorities.
- Facilitate partnership working and build and sustain relationships with a wide range of partners e.g. NHS, VSO and local businesses and more.
- Work alongside the PH Principals and key colleagues including Communications to support, develop and promote key public health communications/campaigns
- Support training and development across internal and external partnerships.
- Work with communities to actively promote the Adult Public Health priorities to communities and partners.
- Enhance and support the public health presence in local communities through outreach activity and engagement
- Attend meetings and represent PH Principals as required
- Work with colleagues to research, consider and implement models for promoting health using evidence and best practice

Key relationships (internal and external)

- Line management by a Public Health Principal.
- Working closely with the Public Health team.
- Ealing Council directorates and teams, including but not limited to Community Engagement and Communication colleagues

- Local communities
- Schools and early years settings
- NHS NWL ICS
- Ealing BBP, including General Practice, Pharmacy, Ealing Community Partners, and NHS secondary healthcare providers
- Ealing CVS and voluntary providers
- NHS England
- Office of Health Improvement and Disparities
- Greater London Authority
- Local Businesses

Authority level

People: This post has no line management responsibilities.

Policy: This postholder will be supported to develop recommendations and policies, both universal and targeted, across systems, to improve population health outcomes across Ealing.

Financial: This post has no budget responsibilities.

Person specification

Community and partnership working are essential for all roles.

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Essential knowledge, skills and abilities

- 1) Good knowledge and understanding of local authorities, health organisations, voluntary, community and faith sectors and the context in which they operate.
- 2) Good, current knowledge of national relevant public health strategy, policy, evidence. Experience of implementing learning from this evidence base at a local level.
- 3) Good knowledge and understanding of sources of PH data and its use in informing PH practice
- 4) A thorough understanding of adults health and other inequalities, their root causes, and the impact on local communities.
- 5) Strong project management, performance monitoring and evaluation skills working across a number of partner organisations on complex projects.
- 6) Strong communications skills in writing and verbal reporting with a wide range of people, and in both formal and informal settings.

- 7) Strong interpersonal and negotiating skills.
- 8) Ability to work under pressure, meet tight deadlines and prioritise.
- 9) Understanding and application of Equal Opportunities issues and legislation within the day to day role, including good knowledge and skills of inclusion and cultural competence.
- 10) Knowledge and skills in best practice community engagement approaches including coproduction methods.
- 11) Ability to communicate effectively with local community organisations and develop rapport with them and work together to improve health and wellbeing locally.
- 12) Ability to build consensus and partnership to develop strategic actions to bring improvements to services and local policy
- 13) Ability to work effectively in a political environment and establish positive relationships with councillors, senior managers, staff, external partners and interest groups in a way that establishes confidence, credibility and trust.

Essential qualification(s) and experience

- 1) Degree level qualification or equivalent experience
- 2) Project Management experience or formal training (i.e. PRINCE II).
- 3) Experience of working in partnership with a host of different partners
- 4) Experience of community engagement

Values and behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place. • Can see and appreciate things from a resident point of view. • Understands what people want and need. • Encourages change to tackle underlying causes or issues. 	<ul style="list-style-type: none"> • Does what they say they'll do on time. • Is open and honest. • Treats all people fairly. 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas. • Challenges constructively and respectfully listens to feedback. • Overcomes barriers to develop our outcomes for residents. 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost. • Brings in ideas from outside to improve performance. • Takes calculated risks to improve outcomes. • Learns from mistakes and failures. 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making. • Makes things happen. • Acts on feedback to improve performance. • Works to high standards