

Job Title:	Service Area:	
Public Health Specialty Project Officer Trainee	Public Health	
Directorate:	Post Number:	Evaluation Number:
Adults & Health	10025371	PO1 JE 6950 PO2 JE 6950a PO3 JE 6950b
Grade:	Date last updated:	
P01- P03	April 2023	
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People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

Working collaboratively with colleagues, this post will support Public Health programmes as a vehicle for reducing inequalities and improving health in Newham. This is a generic public health post for training and the post holder will be required to work on a one or two equity focussed topics.

The post holder will contribute to work on the assessment of local health needs and assist in the interpretation and implementation of public health policies, national guidance and the evidence base to increase health in Newham. They will participate in the evaluation, planning, development, implementation and monitoring of public health interventions and programmes, services and strategic plans. Collaboration with a range of partners and stakeholders will be essential.

Job Context

The post holder reports to a Consultant in Public Health but may be supervised by other team members, for example strategists.

The grading will vary dependent on experience and need for supervision and support around core activities.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Communication

- a. To involve and consult local stakeholders in all appropriate local public health policies and guidance. This may include stakeholders such as schools, children's centres, other council departments, school nurses, primary care, Integrated Care Board, other health providers and community groups.
- b. To promote and ensure a high profile and that awareness is maintained of activity that promotes health improvement through community events, local media, other council departments and healthcare partners.
- c. To offer, develop and deliver workshops to increase local knowledge and awareness of public health areas by engaging with a variety of stakeholders, for example, local community groups, health care professionals, schools and early years sites and patient groups.
- d. To produce and deliver regular written and verbal updates to a wide audience including GP Practices, school staff, Council meetings, Integrated Care Board and community groups updating on service development, NICE guidance, best practice and health promotion activities.
- e. To support, record and work toward leading multi-agency meetings related to public health areas, as required.

- f. To work in collaboration with local stakeholders, including statutory and nonprofit making organisations and local communities to develop and implement plans for health improvement programmes.
- g. To develop and maintain working relationships with appropriate departments in the London Borough of Newham, Integrated Care Board, NHS England, Public Health England and other relevant networks.
- h. To maintain high standards of inclusivity and probity in all partnerships an communications

2. Project Management and Public Health Practice

- a. To contribute to the planning, development, commissioning, implementation and assessment/evaluation of policies and programmes designed to promote health and/or address health inequalities, using a range of public health and health promotion competencies.
- b. To manage discrete projects including evaluations and surveys to achieve identified outputs and outcomes.
- c. To support key stakeholders with the implementation of local delivery plans, corporate objectives, local and national policies and public health initiatives.
- d. To identify and explore health inequalities and their impact on population groups by working with intelligence and insight data from the NHS, OHID, providers and other sections of the council and communities To collate, analyse and interpret appropriate data from a variety of sources to inform assessment of needs, development of strategies, action plans, and evaluations.
- e. To support teams services colleagues, communities and organisations to coproduce, define, test, prototype, pilot and implement intervention to effectively address inequalities in health and care and evaluate their impact.
- f. To support the achievement of the Department, Local Authority and Integrated Care Board strategic goals and objectives for prevention and health and care Equity.

3. Quality

- a) To maintain a commitment to the quality and reflective processes for continuing professional development within the field of public health.
- b) To develop and support a public health approach and skill set.
- c) To support the team learning and development and wider learning programmes as needed.

4. Other

- a. Any other duties as appropriate to the needs of the department, commensurate with the grade of the post.
- b. To undertake other duties appropriate to the level and general nature of the duties of the post. In discharging the duties of the post, have regard to the provisions of Health and Safety legislation, the Council's Equality and Diversity policies and corporate/departmental aims, values and objectives.

Expected responsibilities and accountabilities' around core competencies listed in sections 1 and 2 for each band

PO1

- with supervision or team partnership undertake the delivery, work towards analysis and evaluation of projects including evaluations and surveys to achieve identified outputs and outcomes.
- Contribute with supervision to the information and evidence needed to inform planning, development, commissioning, implementation and assessment/evaluation of policies and programmes.
- Stakeholder engagement via meeting support and administrative arrangement of events and meetings

PO2

- with minimal supervision undertake the design, delivery, analysis and evaluation of projects including evaluations and surveys to achieve identified outputs and outcomes.
- Contribute with minimal supervision to the information and evidence needed to inform planning, development, commissioning, implementation and assessment/evaluation of policies and programmes.
- Stakeholder engagement via meeting support and administrative arrangement of events and meetings and running of projects with community voluntary and resident stakeholders.
- Support for workshops, focus group and similar facilitation.

PO3

- with minimal to no supervision undertake the design, delivery, analysis and evaluation of projects including evaluations and surveys to achieve identified outputs and outcomes.
- Develop the information and evidence needed to inform planning, development, commissioning, implementation and assessment/evaluation of policies and programmes.
- Complete projects to a high standards for publication and partner use.
- Lead and shape meetings agendas workshops and programme with stakeholder, with senior guidance.
- Devise with partners strategy, tools and action plans.
- Draft and organise budget and programme resource information as required.
- Inform and lead internal teams as required.

Personal Specification



Job Title:	Service Area:	
Assistant Public Health Strategist	Public Health	
Directorate:	Post Number:	Evaluation Number:
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PO1- PO3	April 2023	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA

METHOD OF ASSESSMENT

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

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KNOWLEDGE Knowledge of public health and of using a balanced evidence base to inform and support programmes of work that improve the health of the population.	Application / Interview
Developing an understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation.	Application / Interview

EXPERIENCE	
Evidence of some experience of using project management skills and knowledge of public health competencies to support the commissioning, implementation and evaluation of a range of initiatives.	Application / Interview
Evidence of experience of supporting multi-agency collaboration and team working.	Application / Interview
Proven experience of conducting research including audits/surveys, literature reviews, critical appraisal of evidence from a range of sources, to inform and develop public health programmes.	Application / Interview
EDUCATION AND QUALIFICATIONS:	
Postgraduate qualification in health promotion, public health, health psychology or related discipline, or equivalent professional experience and/or training.	Application
SKILLS AND ABILITIES:	
Excellent written and verbal communication skills. This must include the ability to write effective reports and correspondence, communicating complex information concisely and to make effective presentations to a variety of audiences. This will include briefing papers for the Director	Application / Interview
Ability to provide pro-active personal support to senior managers to ensure best use of their time and energy	Application / Interview
Excellent communication skills and the ability to work with a range of partners, to support the development of locally appropriate and	Application / Interview
innovative public health programmes. The ability to lead and contribute to health promotion campaigns, reports, resources and tools for a variety of audiences.	Application / Interview
The ability to learn to support the implementation of evaluations, enquiries (eg focus groups) and surveys that inform project and	Application / Interview
programme management to improve outcomes.	Application / Interview
	Interview
PERSONAL STYLE AND BEHAVIOUR: Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met	Application, Interview
Commitment to working in an open and collaborative way with the public health team, partners and residents	Application, Interview

Commitment to confidentiality on sensitive issues and Personal Data and compliance with relevant Governance issues for information.	Application, Interview
Commitment to tackling health inequalities, tacking racism and promoting equitable and effective health and care services.	Application, Interview
OTHER SPECIAL REQUIREMENTS:	
	Pre-
Basic DBS	Employment