

# Job Description



<b>Job Title:</b> Health Equity Project Officer	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults & Health	<b>Post Number: TBC</b>	<b>Evaluation Number:</b> <b>6633</b>
<b>Grade:</b> PO2	<b>Date last updated:</b> June 2024	

**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**  
We believe that 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

This post will be responsible for the development, delivery and project management of delegated health equity programmes and projects to improve the health and wellbeing of Newham residents by improving service outcomes in participating pathways and services.

The post holder will contribute to work on evidencing, case building, analysis of data and insight synthesis to support programme leads and participating partners to progress programme projects. These include explorations of service inequalities, assessment of best practice and support for evaluation and dissemination of the equity programme. It is expected that development and dissemination support for this role will include academic liaison and write up

of work for peer reviewed and other publication, social media and informing linked health promotion activity.

The post holder may be required to work on a range of equity focussed projects within the Health and Wellbeing board strategy scope. Work will include interpretation and implementation of public health policies, national guidance, data collation and analysis and appraisal and summary of the evidence base to increase healthy in Newham. They will participate in the planning, development, implementation and monitoring of health equity programme interventions and programmes, services and strategic plans. Collaboration with a range of partners and stakeholders will be essential. They will also review practice, interventions and services and evaluate their impact and cost-effectiveness. Finally

### **Job Summary**

The post holder works with the Health equity team and reports directly to a more senior public health colleague: Senior Public Health Strategist, Programme Manager or Assistant Director.

1. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

### **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 Health Equity programme tools process and other work. This may include stakeholders such as healthy schools, children's centres, other council directorates, primary care, secondary care and Health and wellbeing board members, the diverse communities group and other health providers and community groups.
- b) To actively promote NHEP programme work and local, London-wide and national equity campaigns through community events, local media, social media and other methods.
- c) To offer, develop and deliver presentations, written reports and support interactive methods like workshops to increase local stakeholder knowledge, skill and confidence with Health Equity actions, practice and process. To engage with and support the learning and delivery journeys of a variety of stakeholders, for example, local community groups, health care professionals, schools and early year's 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, Clinical

Commissioning Groups and community groups updating on service development, NICE guidance, best practice and health promotion activities.

f) To work in collaboration with local stakeholders, including statutory and non-profit making organisations and local communities to develop and implement Equity programme and linked work and evaluate impact or equity focussed health improvement programmes.

## **2. Project Management**

- a) With support from the NHEP team (Health Equity Strategist and Health Equity Programme Manager), develop, deliver and implement project management of delegated equity programme projects to improve the health of Newham residents. This includes:
- Scheduling meetings, setting agendas and chasing actions
  - Reporting on progress to ensure that the information you provide can be acted on
  - Documentation control
  - Demonstrating and supporting good practice
  - Supporting the completion and dissemination of reporting packs and templates and
  - Maintenance and updating of SharePoint and other programme resource pages

## **3. Health improvement**

- a) To contribute to the planning, development, and assessment/evaluation of equity related policies and programmes designed to promote health and/or address health inequalities, using a range of public health and health promotion competencies.
- b) To carry out needs assessments for cohorts with protected characteristics.
- c) To support key stakeholders with the implementation of local delivery plans, corporate objectives, local and national policies and public health initiatives.
- d) To evaluate health inequalities and their impact on population groups by working with Health Intelligence, other sections of the councils and relevant health bodies, to collate, analyse and interpret appropriate data from a variety of sources and analyse data to inform assessment of needs, development of strategies, action plans, and evaluations.
- e) To support the achievement of the Health and Well Being Board Strategies Equity objectives and related programme priorities.

## **3. Quality**

- a) To maintain a commitment to continuing professional development within the field of public health and as such to undertake professional development activities including in-house training, conferences and workshops and other agreed activities.
- b) To provide public health advice to a range of programmes and to ensure that projects and other initiatives are delivered and informed by a clear evidence base.

**Other Duties**

- 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.

# Personal Specification



<b>Job Title:</b> Health Equity Project Officer	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults & Health	<b>Post Number:</b> TBC	<b>Evaluation Number:</b>
<b>Grade:</b> PO2	<b>Date last updated:</b> June 2024	

## 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.

## 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.

CRITERIA- Essential	Desirable	METHOD OF ASSESSMENT
---------------------	-----------	----------------------

<p><b>KNOWLEDGE</b></p> <p>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.</p> <p>Understanding of the causes and impacts of health inequalities, including poverty and structural racism, knowledge of working with diverse communities and in areas of deprivation.</p> <p>Understanding of QI Appreciative Inquiry, service design or public health approach or similar methodology for pathway improvement and problem solving</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application / Test / Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>Postgraduate qualification in health promotion, public health, health psychology or related discipline, or equivalent professional experience and/or training.</p>	<p>Essential</p>	<p>Application</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to understand and present basic epidemiology, or comparable economic analysis</p> <p>Excellent communication skills and the ability to work with a range of partners, to support the development of effective</p> <p>The ability to lead and contribute to equity programme projects by creating reports, resources and tools for a variety of audiences.</p> <p>Excellent verbal and written communication</p> <p>Excellent numerical data analysis</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application / Test / interview</p> <p>Interview</p> <p>Application / Test / interview</p> <p>Application / Test / interview</p>

<p><b>EXPERIENCE:</b></p> <p>Some experience of using project management skills and knowledge of public health competencies that could have been gained through voluntary roles</p> <p>Understanding of research methods including experience of literature reviews,</p>	<p>Desirable</p> <p>Essential</p>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to prioritise workload and undertake and complete projects in conjunction with day to day workload, ensuring project and routine deadlines are met</p> <p>Commitment to working in an open and collaborative way with the public health team, partners and residents including demonstration of HEART Values.</p> <p>Commitment to promoting equitable service outcomes</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p>		