

## Job Description



<b>Job Title:</b> Health Equity Senior Strategist	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults & Health	<b>Post Number:</b> New Position TBC	<b>Evaluation Number:</b>  <b>JE7315</b>
<b>Grade:</b> Public Health Strategist P05	<b>Date last updated:</b> June 2024	
<b>Accountable to:</b> Assistant Director of Public Health		

**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

The post holder will be responsible with the Health Equity Programme Manager for the progression and dissemination of activity, learning, strategy and best practice across the Newham Health equity programme. The post holder will specifically support delivery of the programme elements using tools and skills associated with a Public Health strategist skill set.

The programme is directed by the Public Health Lead in partnership with the programme manager and local health and care system leaders. The Programme board also known as the Leadership Group acts as an equity-focussed strategic advisory and enabler workstream of the Newham Health and Care Partnership as part of the NHS borough governance and delivery structure.

Equity objectives have been built into the Health and Wellbeing Board strategy (50 Steps to a Healthier Borough) and are supported by NHEP. Using these approaches of process, learning, strategy and influencing, the programme builds on and refreshes high levels of organisational and system commitment to a more equitable health and care system to drive engagement with and involvement by frontline services and teams in addressing equity in service challenges. This work is supported by an evolving suite of co-created tools and insights to simplify and support analysis, quality improvement (QI) activity and coproduction.

The post holder will augment synthesis of learning from partners, development of tools, and drive the dissemination of learning and strategic advisory functions across the programme membership and beyond. This includes but is not limited to :

- supporting the development, validation and dissemination of co-created tools like the ART framework, health equity route map, DILLIN and min needs assessments,
- a comms /engagement support function to share dissemination
- ensuring integration of the equity programme approaches into key corporate or health and well-being board strategic priorities, for example around prevention and management of long-term conditions, best start in life and any emerging social justice and EDI strategy
- supporting the team on development of evidenced business cases, bids and evaluations, including economic for change and resource prioritisation
- analysis of programme activity and metrics,
- maximising impact for the programme deliverables and learnings, for example by publication and dissemination, including via the emergent Centre for Health and Care Equity
- Development of a SharePoint site or similar knowledge management and learning sharing system
- by working with the NHEP team and wider partners and
- carrying out Public Health strategic functions: evidence appraisal and synthesis, project management, connection with epidemiology knowledge, quality assurance and improvement practice, data analysis and reporting.

This is an ambitious whole system place-based programme which prompts learning about equity challenges and how to solve them and collates those learnings in a supportive, collaborative environment. It enables organisational and service-led action based on learning on how to deliver responsive equitable outcomes and support Newham's diverse population in ways which include pathway reviews and redesigns and a workforce that is representative, appropriately supported and well trained.

Workstreams include supporting groups working on QI exemplars insight and intelligence, and working with communities. Programme partners include the Local Authority, the NHS, GP Federation, individual Primary Care Networks (PCNs) and practices, adult social care, and voluntary, community and faith sector (VCFS) partners.

The post holder will ensure the delivery and development of the programme workstreams and outputs, to be reviewed and shared, using an agreed format and frequency, with the Programme Board and Learning Community. This may also include facilitating individual project work alongside improvement advisors and QI exemplar project leads, developing and driving project elements

The post holder will ensure the delivery of programme elements across all ages in line with the local Health and Wellbeing Board and Health and Care Partnership priorities and informed by regional and national NHS inequalities strategies, including currently Core 20 Plus 5, the LGA Equity Framework, the Council's corporate plan and the 50 Steps to a Healthier Borough Health and Wellbeing strategy.

The post holder will support the programme manager to ensure the programme partners are able to effectively use appropriate project management tools to deliver and report on strategic outcomes.

The post holder will support the Programme manager and lead officer to ensure population health data and insight are available and appropriate to the programme needs.

The post holder is responsible for ensuring Newham's health and care community – from service providers to residents - is fully supported to have an active role in informing and improving services and, in turn health outcomes, through awareness, learning, and co-production with communities reflecting Newham's population.

The post holder will, working with the NHEP team, help to drive system-wide change through passion and commitment to increasing health equity and representative diversity in this area.

The post holder will occasionally be asked to deputise in representing the work across organisational boundaries in the borough, across North East London, and with other London or national colleagues.

## Job Context

1. The post holder will work in a team with the Health Equity Programme Manager and reports to the Assistant/Deputy Director of Public Health leading the Health Equity Programme and supports the Senior Responsible Officers and community of the programme.
2. The post will run for 12 months. Full time and part time and job share will be considered.
3. The post holder will support the development of process and outputs for timely and effective progress for the programme elements, outputs and mechanism for establishing outcomes.

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4. The post holder will support and seek to action the Newham HEART values and principles of the council, and action the values and principles of the TRID programme and Public Health team with respect to health equity promotion, inclusiveness, antiracism and allyship. They will be passionate about inclusiveness and tackling inequalities. [HEART Values- Honesty Equality Ambition Respect Togetherness, TRID = Tackling racism inequality and disproportionality – part of a Social Justice and EDI strategy for Newham Council].
5. The post holder will have and demonstrate a passion to make the world a better place, champion those who find it hard to be heard, use evidence and intelligence to influence and work collaboratively with all stakeholders.
6. The post holder will liaise with partners and stakeholders including NHS and London Borough of Newham leads for related work areas, as well as department and directorate directors, to deliver solutions such as service provision, system integration, information sharing, client journey mapping and outcome recording.
7. The post holder will have specific responsibilities across programme elements- specifically evidence synthesis, data analysis, engagement and communication, convening and supporting programme development and dissemination.
8. They may be required to liaise with colleagues in other Council departments and NHS colleagues to ensure projects are implemented in line with budgets, existing structures, legislation, and governance structures.
9. The post holder may be asked to support trainee roles learning with the team.
10. The post holder will assist the Programme manager with project support and management responsibility for public health team, council and NHS colleagues to deliver the programme elements, outputs and benefits. This may include developing topic area specialist expertise for example around insights, contexts for delivery or evidence for effectiveness around condition prevention.
11. The post holder may 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.

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### 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. Work with programme manager, lead and responsible officers on the delivery of the implementation of the Newham Health Equity Programme and its constituent parts, and immediately dependent projects
2. Analyse and synthesise evidence, data and insight to share programme learning effectively with partners
3. Develop the project documentation and work to the team project plan to ensure the programme and projects are implemented in a timely manner as agreed with Programme Lead and related task and finish groups.
4. Enable and deliver effective communication and appropriate participation of stakeholders in the programme and of the programme tools for example via SharePoint page, blogs, newsletters, social media and contributions to 50 steps and Centre for Health and Care Equity (C4HCE) web sites.
5. Support the monitoring, quality and evaluation of the programme and programme elements to measure impact, effectiveness and areas for improvement.
6. Support the development of appropriate data capture processes for projects, and therefore obtain, analyse and report a range of data relating to the project to monitor progress of the programme and constituent projects. Communicate with the Programme manager to a range of audiences including senior management, external partners and user groups, reporting to the programme governance structures.
7. Support the PM to ensure the programme is implemented in line with all information governance and safeguarding guidance, legislation and requirements.
8. Where necessary, deputise and present updates to programme boards and workstream groups, management meetings, partners and external governance groups.
9. Support the PM to manage complex projects which have far-reaching impact across the Council, partners and residents requiring extensive and well-developed managerial and relationship-building skills.
10. With the guidance of the team, procure suppliers and services as required by the programme.
11. Develop and maintain project and programme-related documentation as necessary and ensure they are reviewed and updated at regular intervals for example: action, issue and risk logs for programme ensuring they are managed and resolved where possible, escalating risks and issues to relevant responsible officers and governance as necessary.
12. Support the Programme manager to carry out management of programme and project dependencies and opportunities across the local Health, Care and corporate

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landscapes, reflecting these in programme planning, documentation to support stakeholder awareness of the impact and mitigations.

13. Identify a range of risk issues for programme team and stakeholders which may impact programme deadlines and deliverables being met.
14. Carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

## Personal Specification



<b>Job Title:</b> Newham Strategic Programme Manager – Health Equity	<b>Service Area:</b> Public Health	
<b>Directorate:</b> Adults & Health	<b>Post Number:</b> TBC	<b>Directorate:</b> Adults & Health
<b>Grade:</b> PO5 / PO6	<b>Date last updated:</b> Jun 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.

CRITERIA	METHOD OF ASSESSMENT		
<b>EQUALITY AND DIVERSITY</b> 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.			
<b>PROTECTING OUR STAFF AND SERVICES</b> 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.			
<b>KNOWLEDGE</b> MSc or equivalent training and experience in a  Relevant qualification in project management or evidence comparable skills and experience  Experience and knowledge of project and programme delivery	<b>Essential</b>   <b>Essential</b>   <b>Essential</b>	<b>Application</b>  <b>Application / Interview</b>  <b>Application / Interview</b>	

Understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation	Desirable	Application / Interview
Understanding of local government and/ NHS processes including governance and procurement	Desirable	Application / Interview
Understanding of change management or behavioural science	Desirable	Application / Interview
Understanding of analysis tools e.g. audit, surveys, analysis, evaluation, qualitative synthesis, critical evidence appraisal to accurately describe and identify situational problems /population health issues or situation drivers.	Essential	Application / Interview
<b>EXPERIENCE</b>		
Experience of writing reports, synthesising evidence and baking business cases to support stakeholder learning and system change.	Essential	Application / Interview
Proven experience of using project management skills with a range of stakeholders and varied projects to deliver outcomes and learning.	Desirable	Application / Interview
Knowledge of public health principles to support the design, analysis, QI and evaluation of a range of initiatives/services	Desirable	Application / Interview
Proven experience of conducting research including audits/surveys, qualitative synthesis to accurately describe and identify situational problems /population health issues or situation drivers.	Essential	Application / Interview
Experience of developing and managing learning or dissemination resources	Desirable	Application / Interview
Experience of using digital tools to develop and share visions (e.g. SharePoint/ web tools)	Essential	Application / Interview
<b>SKILLS AND ABILITIES:</b>		
The ability to engage with and communities, including the vulnerable and most disadvantaged	Desirable	Application / Interview
Strategic thinker with leadership skills	Essential	Application / Interview
Good influencing skills with experience of influencing in complex political and social environments	Essential	Application / Interview
Effective interpersonal, motivational and influencing skills	Essential	Interview



Ability to manage conflicting priorities as well as responding appropriately in unplanned and unforeseen circumstances	Essential	Application / Interview
Ability to design, develop, interpret and implement project documentation and policies.	Essential	Interview
The ability to implement surveys and elements of evaluation and enquiry that inform project and programme management to improve outcomes	Essential	Application / Interview
Ability to support theory of change, logic models or driver diagram activity.	Desirable	Application / Interview
Ability to rapidly appraise information including literature and evidence, data and insight from a range of sources, to inform and develop the programme elements.	Essential	Application / Interview
Ability to analyse numerical data to understand patterns, issues and change over time and communicate results clearly.	Desirable	Application / Interview
Excellent clear communication skills and the ability to work with a range of partners, including the media and social media.	Essential	Application / Interview
The ability to lead creation of campaigns, reports, resources and tools for a variety of audiences.	Essential	
Understanding of epidemiology, health inequalities and relevant evidence .	Desirable	Application / Interview
<b>PERSONAL STYLE AND BEHAVIOUR:</b>		
Ability to prioritise workload and undertake and complete both simple and occasionally complex projects. Ability to work well against a background of change and uncertainty.	Essential	Application / Interview
Commitment to working in an open and collaborative way with the public health team, partners and residents. Commitment to team working, and respect and consideration for the skills of others.	Essential	Application / Interview
Adaptable to situation, able to work well with a wide range of stakeholders of all capabilities, backgrounds and attitudes – able to develop or demonstrate high levels of cultural competence.	Essential	Application / Interview
	Essential	Application / Interview

Strong commitment to Public Health principles and commitment to improving health inequalities and sharing ways of working  Self- motivated, proactive and innovative.	Essential	Application / Interview
<b>OTHER SPECIAL REQUIREMENTS:</b> Willingness and ability to work occasional evenings and weekends to maintain service delivery  This post may be subject to a DBS check		Application / Interview  Post Interview