

# Job Description

For Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Public Health Officer - Health and Wellbeing Board	JEID	M0555
Salary Grade:	Grade G - £22,571-£24,920		
Team:	Public Health		
Service Area:	People		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Health and Wellbeing Delivery Manager		
Responsible for:	Project support function to the public health team, Health and Wellbeing Board and Coventry and Warwickshire Joint Health and Wellbeing Board		

### Role Purpose

To provide a project support function to the Public Health team  
To support the dissemination of information relating to Public Health business including information on commissioned services through websites  
Working with the Health and Wellbeing Delivery Manager, to provide support for the Health and Wellbeing Board and associated delivery plans, including communications, embedding the use of the Joint Strategic Needs Assessment (JSNA) and Health and Wellbeing Strategy refresh

### Role Responsibilities

Lead on the operational elements of delivering on Warwickshire's Health and Wellbeing Strategy, including organisation of consultation and engagement events, analysis and collation of information, production of summary reports and promotion of actions and events  
Provide project and organisational support for projects within Public Health (PH), especially projects linked to translating JSNA outputs into actions under the guidance of the Health and Wellbeing Delivery Manager  
Provide project and organisational support to the place-based Health and Wellbeing Partnerships  
To support the Health and Wellbeing Delivery Manager with marketing and communications activities relating to the Health and Wellbeing Strategy and the JSNA

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Public Health Officer
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### Main Tasks

- To research, collate, analyse and produce information to support public health projects from initiation to implementation, including benefits realisation
- To provide project support for the Health and Wellbeing Board (HWB) associated delivery plans including supporting the HWB Strategy refresh, organising consultation and engagement events, analysing findings, collating recommendations for the Board, and communications planning
- To provide project support to the Coventry and Warwickshire Joint Health and Wellbeing Forum, and help ensure alignment and connectivity to the Integrated Care Partnership
- To provide project support for the production and embedding of Health and Wellbeing Board reports including collating reports, maintaining risk registers, project reporting, communications planning, stakeholder management and supporting action plans
- To oversee communications planning and the dissemination of PH information, including developing a calendar of events to ensure focused activity around priorities
- To operate a range of efficient systems and procedures within the team that specifically supports the operation of the service area
- To maintain a range of complex data accurately and securely and retrieve data in a timely manner
- To organise meetings and events in liaison with other relevant officers and outside agencies / bodies and collate high quality outputs in relation to delivery of Warwickshire's Health and Wellbeing Strategy
- To oversee and organise the production of a range of Public Health resources, including managing the Public Health product stock
- To communicate effectively within the team and provide a customer focussed service, resolving issues relating to a wide range of enquiries as required
- To undertake a range of financial administrative tasks as a requisitioner in accordance with relevant procedures
- To collate and share regular project update reports as required
- To collaborate on the production of the Director of Public Health Annual Report and Health and Wellbeing Strategy
- To work in collaboration with various leads and teams across PH and wider WCC including marketing and communications

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Degree Level or equivalent experience, preferably in a health or social science subject	A, I, D
Able to communicate, in person and/or writing, a variety of information to a range of people	A, I
Able to work on own initiative with little supervision and to prioritise work appropriately	A, I
Able to produce work or a high standard under pressure including meeting deadlines and dealing with interruptions	A, I
Evidence of project support and administrative skills including good organisational skills	A, I
Competent user of Microsoft Office programmes	A, I
Able to convey complex statistical and written information in a clear, user friendly and non technical manner	A, I
Evidence of success in building and forming relationships	A, I
Able to work as part of a team in a dynamic environment	A, I

### Desirable Criteria

Assessed By:

Presentation skills and experience of using a variety of software packages	A, I
Knowledge of working in a Local Authority setting	A, I
Awareness of legal and information governance issues in the use of data (e.g. Caldicotte and the DPA)	A, I
Good Project Management experience	A, I
Good organisational skills	A, I
Expearence of researching and collating work from a variety of sources	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	