

## Public Health Project Officer Grade 08

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer.

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens. The Public Health Project Officer will sit in the Public Health and Prevention Team within the

Health and Care Directorate. The public health team works across a range of functions, but is loosely structured into four teams with the following overarching aims:

**Health Protection:** working to prevent and reduce harm from threats to health (e.g. infectious disease, environmental hazards) as well as promoting vaccination and screening.

**Healthy Behaviours:** Commissioned services and partnership programmes to enable and promote healthy lifestyles (e.g. stopping smoking and healthy weight).

**Supportive Communities:** Supporting adults to stay healthy and independent in their own homes for as long as possible, working collaboratively with local communities, the workforce and partners.

**Health in All We Do:** Creating healthy environments and understanding the health impacts of major strategies, decisions, policies and plans.

## **About the Role**

The Public Health Project Officer will play an important role in supporting the public health team in its day-to-day work, including:

- Project management
- Building and maintaining partner relationships
- Understand data and evidence
- Tackling health inequalities

## **Reporting Relationships**

**Responsible to:** Commissioning Manager/Infection Control and Outbreak Management Lead or equivalent

**Responsible for:** N/A

## **Key Accountabilities:**

1. Work in partnership with key partner organisations, including the voluntary and community sector, to influence and agree a joint way of working to improve population health.

2. Liaise with the wider public health team, Staffordshire County Council and other key organisations to carry out targeted interventions to help impact the wider determinants of health with the aim of reducing health inequalities and helping to promote better health for all.
3. Promotion of health and wellbeing initiatives with internal and external stakeholders to improve health and wellbeing of Staffordshire residents.
4. Support the Public Health team to deliver strategies to promote public health campaigns and initiatives such as stop smoking campaigns to or vaccination programs, to increase uptake in key targeted cohorts
5. Support and provide advice and guidance to healthcare professionals and members of the public, on public health initiatives, to help improve the health of Staffordshire residents.
6. Work with partners in the Council and externally including colleagues in the Local Resilience Forum as well as UK Health Security Agency (UKHSA), the local ICB, NHSE, government departments and District and Borough Councils to help Staffordshire residents to stay healthy and protect them from threats to health.
7. Actively participating in meetings, discussing complex information, and building on partnership working to achieve system and Staffordshire County Council objectives.
8. Support the Public Health Team to produce accessible information, advice and guidance to inform the public on important public health issues.
9. Lead and deliver individual projects that support the wider project delivery of Public Health

This post is designated as a casual car user.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

## Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

## Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

## Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.


The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification




A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>Level 4/5 qualification in a public health related subject or equivalent experience in a similar role</li> </ul>	A

## Health and Care – Public Health

	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Demonstratable working knowledge of public health.</li> <li>• Experience of and ability to contribute to and facilitate meetings.</li> <li>• Evidence of recent personal and professional development.</li> <li>• Knowledge of public health principles, community health needs, and partnership working.</li> <li>• Experience in collaborative working with multiple stakeholders</li> <li>• Knowledge of social determinants of health, health inequalities, and public health interventions.</li> <li>• Proven track record in designing and implementing targeted health interventions in collaboration with various organisations.</li> <li>• Experience in supporting or leading public health campaigns, with a focus on increasing participation in health programs.</li> <li>• Knowledge of public health policies, health education, and advisory techniques.</li> <li>• Understanding of public health including health protection, emergency preparedness, and inter-agency collaboration.</li> <li>• Experience in participating in high-level meetings, presenting complex information, and fostering partnerships.</li> <li>• Experience in creating and distributing public health information and educational materials.</li> <li>• Proven experience in leading public health projects from inception to completion, including planning, execution, and evaluation.</li> </ul>	<p>All A/I</p>
  	<b>Skills</b> <ul style="list-style-type: none"> <li>• Effective communication (verbal, written and listening), influencing and interpersonal skills.</li> <li>• Able to build good working relationships.</li> <li>• Effective ability to work on own initiative.</li> <li>• Ability to learn new information.</li> <li>• Understanding of data and basic data analysis.</li> <li>• Organisational skills and the ability to work under pressure.</li> <li>• IT skills with the ability to use IT systems that may previously be unfamiliar.</li> <li>• Planning and project support skills.</li> <li>• A team player with a strong can-do attitude.</li> <li>• Ability to establish and maintain good working relationships with a wide range of people and organisations.</li> <li>• Self-sufficient with the capability of identifying relevant sources of assistance.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>I</p>

## Health and Care – Public Health

	<ul style="list-style-type: none"> <li>Proven capability to work with internal and external stakeholders, to deadlines, with conflicting demands under pressure.</li> </ul>	I
	<ul style="list-style-type: none"> <li>The ability to travel as part of the role.</li> </ul>	I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300