

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	ICS Programme Manager – CYP health inequalities
DEPARTMENT	Public Health
RESPONSIBLE TO	Senior Public Health Manager
GRADE	Range 6

1. MAIN PURPOSE OF JOB

This role requires an individual who is innovative, flexible, collaborative and focused to take on a role as dedicated specialist support for health inequalities in relation to children and young people across the Kent and Medway Integrated Care System.

The role will coordinate, develop and drive forward a system wide response to tackling the health inequalities experienced by children and young people in the 20% most deprived communities. In carrying out this role the postholder will be responsible for, and drive forward a range of deliverables including:

- Developing links between key streams of work across the Kent and Medway Integrated Care System
- Enhancing the uptake of screening and immunisations
- Raising the profile of the importance of GP and dental registration
- Promoting the use of services and raising the profile of ease of access to services.
- Influencing commissioning to ensure CYP health inequalities are addressed/considered
- Building a legacy of the work undertaken through the Holiday Activity Fund

The postholder will take responsibility for and drive forward the development, delivery, reporting and evaluation of related projects across the Kent and Medway ICS as appropriate.

The post holder will act as a focal point for partnership development, collaboration and networking on children and young people's health inequality related matters. In doing this the postholder will work with colleagues from across the full range of organisations within the Kent and Medway Integrated Care System. This includes the Integrated Care Board, Health and Care Partnerships, Primary Care Networks, providers and voluntary sector organisations. The postholder will also develop close working relationships with colleagues within the Population Health Management Team within the Integrated Care Board.

The role requires an individual that is flexible and has the exceptional interpersonal

skills necessary to work collaboratively across a range of disciplines and across organisational boundaries. It is essential the postholder is able to adapt to change positively within an ever-evolving sector, responding to the needs of the Kent and Medway Integrated Care System and its objectives.

The postholder will ensure adherence to all processes, protocols and guidelines ensuring timely and appropriate reporting as required.

This position will also include contributing and presenting to a range of groups and meetings as appropriate across the ICS. There is potential for the postholder to provide representation at a senior level locally, regionally and nationally.

The postholder will be expected to keep up to date with new publications, evidence, national guidance and protocols assimilating relevant aspects into projects and initiatives as appropriate.

2. PERSON SPECIFICATION

Qualifications/Experience

Essential

- Post graduate diploma in public health or a related discipline, educated to degree level (or equivalent) in a relevant discipline or demonstrable experience of working in health improvement/public health at an operational and strategic level.
- Proven ability to develop effective partnerships to achieve practical outcomes across organizational boundaries including; statutory organisations, external agencies, community and voluntary organisations.
- Excellent organisational skills and an eye for detail. Ability to handle competing deadlines and experience of managing target driven projects.
- Substantial experience with demonstrable success in managing all aspects of health improvement projects including; applying project management methodologies, producing project documentation, budgetary control.
- Considerable experience of planning, designing and implementing excellent quality and strategically focused initiatives
- Experience of developing policy and service development plans with practical experience of change management
- Experience of and an aptitude for giving presentations and accurate and consistent advice at formal meetings and in other settings
- Ability to process information, undertake and commission research on complex issues including experience of project management from inception to conclusion

- Ability to think laterally and critically, plus challenge and enquire whilst maintaining constructive relationships
- Skills of diplomacy, tact and political sensitivity
- Excellent report writing skills
- Ability to handle issues and problem solve, often in a political environment, with minimal supervision and sound judgement
- Experience of managing and developing a team, predominantly in a matrix environment across organizational boundaries.
- Strong understanding of how health inequalities affect communities

Desirable

- Training in Research Methods and Evaluation
- Experience of managing financial aspects of projects with responsibility for budget control
- Experience of conducting formal project evaluations and/or research projects.
- Experience of using IT packages such as Microsoft Excel and Word and programme management software to an advanced level
- A good understanding of behavior change techniques

Vision and Leadership

Essential

- Ability to understand the national and local vision and context and interpret it to develop practical and achievable project and work plans.
- Able to build and develop productive teams predominantly in a matrix environment, setting clear objectives and identifying better ways of working, managing change effectively
- Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access and support.
- Able to demonstrate a detailed knowledge of prevention, health inequality and population health management and the wider organizational context and how this interfaces with a variety of organisational governance and working models. This includes an understanding of the differing political environments for different organisations within the Kent and Medway ICS. Possess the skills required to take a lead role in ensuring partnerships work.
- Demonstrable ability to instigate change and able to develop service objectives from strategy, ensuring teams are motivated

- Experience of planning, coordinating and leading meetings and other events
- Previous experience of managing a project team

Personal Impact

Essential

- Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders with an ability to inspire and motivate others at all levels to action
- Highly developed facilitation skills with the ability to work with groups from a wide range of audiences.
- Effective knowledge management skills with the ability to collate and critically appraise evidence.
- A strategic thinker and effective problem solver.
- Ability to build sound and productive working relationships with colleagues, partners and staff groups and engage others in a credible, persuasive way.

Service Delivery

Essential

- Ability to plan projects, carry out risk assessment and tasks in a structured way, monitoring progress against plans and can embed these into working practice.
- Able to manage complex projects, analyse data, assessing progress and taking account of known risks, able to adapt to changes and problems along the way.
- Able to develop objective resource plans to meet the needs of the ICS Prevention Workstream, manage targets, setting realistic budgets and developing ways of using information.
- Experience of community engagement, promotional and marketing approaches

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Senior Public Health Manager/ICS Prevention Workstream Lead

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE

EXPECTED OF THE POST HOLDER

The post holder will be expected to work independently, within clear guidelines, referring to more senior officers for advice where necessary, particularly on policy or resource issues

Using their own initiative to fulfill the duties of their role exhibiting sound judgement.

The postholder will be expected to lead on development of new projects arising on work on the deliverables, working with subject specific specialists for the area of work.

The postholder may also be required to undertake work related to the wider ICS Prevention Workstream

The post holder will take responsibility for their own learning and development by recognizing and taking advantage of all opportunities to learn, including full participation in the Medway Council Personal Development Review Programme.

A flexible approach to work with a commitment to flexible working arrangements

Safeguarding and Protecting Children and Vulnerable Adults

All Staff are required to complete mandatory safeguarding children and safeguarding adults training relevant to their position and role and take ownership of ensuring this is kept updated.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The postholder will be expected to:

- Work closely with colleagues in Public Health to obtain specialist public health input to the development and delivery of prevention, health inequality or population health management strategies
- Work closely with colleagues in Medway Council and Kent County Council, Kent and Medway Integrated Care Board, Kent and Medway Integrated Care Partnership, Health and Care Partnerships, Primary Care Networks, NHSE/I, OHID, UKHSA and other partners to develop a collaborative approach to

prevention and health inequalities across the ICP.

- Work with providers of services including acute and community trusts, GPs, pharmacies and third sector organisations.
- Ensure joint working across the Kent and Medway ICP via the Kent and Medway Prevention Workstream.
- Work collaboratively with colleagues nationally and regionally to share knowledge and expertise, establish best practice and identify opportunities for joint working

4. FINANCIAL ACCOUNTABILITIES

The post holder will be responsible for the day to day management of individual project budgets and to support the Senior Public Health Manager to manage the department budget by keeping appropriate records.

The post holder will also be expected to identify opportunities for funding from internal and external organisations and support the Senior Public Health Manager in the preparation of bids and or business cases as required.

5. WORKING ENVIRONMENT

The postholder will undertake hybrid working, with a combination of remote working and office based at Gun Wharf, Chatham. The team currently work nominally to one day working in the office per week. The postholder should be able to reach the office in a timely manner if necessary.

If necessary, the postholder must be able to travel as necessary to attend meetings and conferences. The postholder will be required to have the ability to reach a diverse range of locations in a timely fashion

Frequent computer use with regular breaks.