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| |  | | --- | |  | | **Contact Tracing Project Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Contact Tracing Project Manager  **Service Area: Place**  **Directorate: Public Health**  **Team: Health Protection** | Salary Grade: MB4 |
| **Post Reports to: Health Protection Lead Nurse**  **Post Responsible for: N/A** | |
| **Main Purpose of the Job:**  As an integral member of the Health Protection Team, the main purpose is to plan, design, implement, manage, evaluate and review Stockport’s testing and contact tracing service.  As the Contact Tracing Project Manager, you will work as part of the Health Protection Team within the Public Health Department to promote high standards of infection prevention and control practice and reduce the number of and impact from cases of COVID 19. You will support delivery of the COVID 19 Outbreak strategy, ensuring high quality performance of health protection and infection prevention and control interventions and services. | |
| **Summary of responsibilities and key areas:**   1. To work as an integral part of Stockport Health Protection Service, the Health Protection Covid 19 Board and provide reports, updates etc as requested to the Local Oversight and Engagement Board 2. To determine in conjunction with the Health Protection Lead Nurse, the direction of the council’s testing and tracing service and anticipate any changes which could influence the service, both internal and external, evaluate the risks and opportunities, and develop and put appropriate operational plans into action. 3. In line with corporate plans, co-ordinate any developed service plans, including regular evaluation of progress against said plans and agree appropriate follow up actions with service managers. 4. Foster a high-performance culture, ensuring efficiencies are maximised and continuous improvement occurs. 5. To be accountable for any allocated budgets, demonstrating value for money in the delivery of its services. 6. Be responsible, in conjunction with the Health Protection Lead Nurse, for Covid19 related testing and contact tracing across Stockport, including support to various types of provision, including adult social care, education, mobile and walk up testing sites etc 7. Develop and maintain plans to rapidly scale-up the provision of testing capacity in response to increases in demand. 8. To develop Stockport’s system wide approach for testing and contact tracing and the implementation of any system of contact tracing that interfaces with national and regional requirements 9. To ensure the effective deployment of the workforce and contracted providers with oversight of training and mobilisation 10. Contribute to multi-agency/multi-disciplinary groups and meetings locally and regionally, representing the Public Health team and Stockport 11. To liaise as necessary with strategic partners such as GM Integrated Contact Tracing Hub, Public Health England, GM Health and Social Care Partnership and other health economy partners such as NHS Stockport CCG, Pennine Care, Stockport NHS Foundation Trust 12. To develop strong partnerships with multiple stakeholders, such as, education, business, community and voluntary partners as well as NHS colleagues, including Primary Care 13. To participate in outbreak management teams in the event of outbreaks particularly related to complex settings and ensure effective consequence management plans are in place. 14. To review the training, development and performance assessment of trainees, interns, apprentices and volunteers as and when necessary. 15. To effectively communicate complex public health messages using a range of approaches with a wide range of stakeholders 16. Be responsible for ensuring that all relevant statistical reporting is captured, and that relevant information is shared locally, regionally and nationally 17. To ensure the effective deployment of the workforce in the division to deliver the Council’s objectives in terms of this work area | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Degree level education and / or evidence of continual professional development | Essential |
| Project Management Qualification | Essential |
| Knowledge of procedures and policies relating to infection prevention and control, emergency planning, and outbreak management. | Desirable |
| Knowledge of health protection interventions and programmes | Desirable |
| Experience of multi-agency working and successful partnership engagement in service delivery | Essential |
| Experience of providing infection control support, outbreak management and other health protection functions | Desirable |
| Ability to engage with multiple stakeholders and influence their contribution to health protection programmes | Essential |
| Self-motivated and ability to work to deadlines | Essential |
| Experience of managing complex programmes or projects | Essential |
| Have excellent interpersonal and communication skills, including experience of report writing, presenting and delivering training programmes | Essential |
| TO BE INCLUDED WHEN THE ROLE IS COVERED BY THE FLUENCY DUTY (SEE GUIDANCE ON ENGLISH LANGUAGE REQUIREMENT)  The ability to converse at ease with service users/customers and provide advice in accurate spoken English. | Essential |