



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | **Policy and Projects Officer (Public Health)** |
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| **Service Area:** |  | Public Health |
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| **Directorate:** |  | Public Health |
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| **Salary Grade:** |  | Band 6 |

**About the Job**

**Main Purpose of the Job**

As a Policy and Projects Officer you will support the delivery of services in relation to:

* Monitoring and communicating local, regional and national policy development.
* Corporate and partnership strategy development and other strategic planning activity.
* Maintaining strategic Partnership and Programme governance.
* Maintaining an effective corporate performance and resource management system, including the preparation of corporate and partnership strategic performance reports.
* Supporting the preparation, development and monitoring of projects.
* Analysing and communicating information in a range of media and formats appropriate to the intended audience.
* Supporting the engagement of citizens and communities, delivering a range of planned activities to meet agreed objectives.
* Supporting the delivery of the organisation’s equality objectives.

These services include a range of public health programmes including cancer and long-term condition prevention, lifestyle behaviour change and reducing inequalities, suicide prevention, public mental health and wellbeing, and work towards an age-friendly borough.

**Key Responsibilities**

* To contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across the section and Council as a whole.
* To operate as ‘team workers’, undertaking defined tasks in the areas of:
* Project coordination
* Data analysis
* Performance management
* Policy support
* Over time, to learn other comparable areas of work

These services include a range of Public Health Programmes including, but not limited to Cancer and Long-Term Condition Prevention, Lifestyle Behaviour Change and Reducing Inequalities, Prevention, Public Mental Health, and work towards an age-friendly borough.

1. **Problem Solving/Creativity/Maintaining Standards**

* Responds to issues requiring a broad understanding of work-area policies and procedures.
* Resolves complex problems in a thorough and timely manner; use discretion and know who to go to in order to resolve issues and complete tasks.
* Take an appropriate level of accountability in the delivery of services offered by Public Health.
* Regular analysis and interpretation of a variety of situations to determine the most appropriate course of an action, applying an appropriate approach based on experience and procedure.
* Through information gathering and analysis, identifies problems and develops solutions to complex problems.
* Taking into account research and best practice proactively updates manuals/procedures, training others as appropriate.
* Prioritises work, taking into account own work area and needs of larger work area. Work as part of team understanding and focussing on how the role supports the teams and departments priorities.

1. **Responsibility and Accountability**

* Responsible for the effective delivery of a response to enquiries
* Responsible for coordinating, negotiating and ensuring best practice and value for money
* Manages, supervises and supports direct reports and ensures that all Council’s policies and procedures are adhered to.
* Accountable for interpretation of council communications, application to service provision and cascading to services for action.
* Be the technical expert or specialist in specific areas providing guidance and advice

1. **Communication**

* Interpret and communicate established processes and procedures to a range of audiences
* Convey complex information/advice to others and takes steps to ensure understanding embedding any new way of working.
* Plan and deliver community events and develop engagement networks
* Share information, verbally and in writing, in a clear and concise manner.
* Tailor communication to different audiences.
* Promote, support and develop communication networks and vehicles, using social and traditional media, and to use participatory methods to help identify the assets and priorities of a given group.

1. **Decision Making**

* Decision making guided by general instructions and practices requiring interpretation.
* Automatically makes decisions on routine issues.
* Takes accountability on decisions made and articulate when necessary how decisions have been reached
* Follow departmental procedures and recommends changes to work-area processes.
* Exercise confidentiality of personal and sensitive information based on the Councils Information Governance policy and procedures
* Provide guidance in non-routine tasks. Ensure that others comply with established standards.
* Encourage residents’ involvement in decision making and local policy development.

1. **Knowledge & Skill**

* Detailed knowledge and understanding of own work area and how it impacts wider operations within the Council.
* Support and develop less experienced staff, providing an example with regard to quality of work
* Keep up to date with issues relating to the work of the team and department
* Proactively research information from a range of different sources, internally and externally to help inform own knowledge to benefit the work of the directorate
* Knowledge of the range of systems in use across the Council and being able to make a judgement as to the most suitable tool to use for the task.
* Personal Health and Safety in the workplace

1. **Financial Management**

* Ensure financial processes are administered within Council policy

1. **Risk Management**

* Understand the risks associated with the nature of the service you are supporting and identifies areas of concern, taking remedial action, escalating these appropriately and making appropriate records.

1. **Innovation and Flexibility**

* Ability to transfer skills to a range of service areas with specific support and knowledge available.
* Ability to pick up variance in approaches within specific support and knowledge provided.
* Ability to consider better ways of delivering support, communicating this as a proposed change
* Ability to adapt to new work situations at short notice and assess the situation quickly to provide a high level of effective support immediately.

1. **General**

* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Working to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence
* Showing value and **respect** to our colleagues, partners and customers.
* Experience of managing a range of activities and/or a workloads, achieving objectives to time and quality
* Experience of supporting projects and processes within political and sensitive environments
* Research skills and ability to keep up-to-date on current and emerging policy issues and best practice
* Experience of analysing qualitative and quantitative data and information to inform solutions
* Effective oral and written communication skills with a confident presentational style
* Effective interpersonal and relationship building skills
* Communicating effectively with a variety of stakeholders using appropriate methods of communication
* Ability to use negotiating and influencing skills to achieve positive outcomes
* Experience of using resources to provide a high quality, value for money service
* Experience of working as part of a team to achieve shared goals
* An understanding of Public Health, including Public health interventions linked to suicide prevention, public mental health, age-friendly approaches, behaviour change and/or long-term conditions including cancer
* An understanding of the evidence-based programmes and evaluation
* The ability to converse at ease with service users/customers and provide advice in accurate spoken English