

JOB DESCRIPTION

Job Title Public Health Project Manager

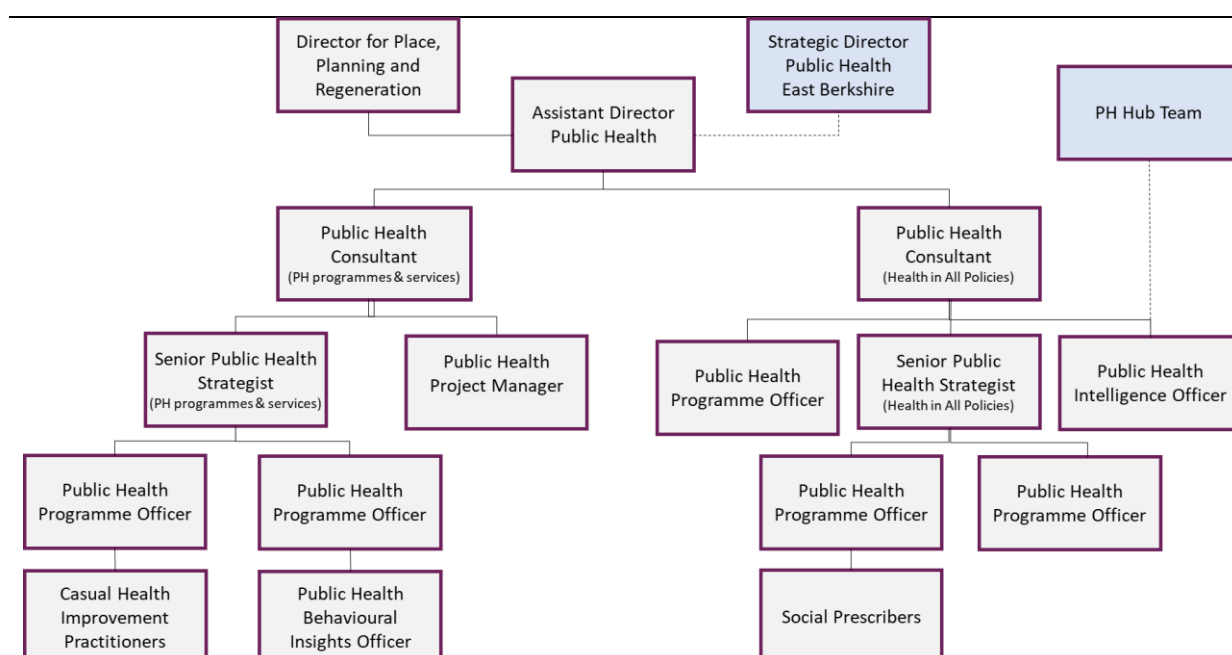
Salary £34,728 - £39,880 + LWA £626

Directorate:	Place, Planning and Regeneration	Section/Location:	Public Health
Grade/Salary Range	Grade F (SCP 31-36)	Work style:	Home-flex

Key Objectives of the role

- To manage the effective and efficient delivery of Public Health projects including the organisations Covid response, supporting Corporate Management Team's (CMT) objectives throughout each service review lifecycle to a successful conclusion
- To manage the delivery of Public Health projects and Covid Response related activities, identifying interdependencies and managing risks to enable each project to deliver the target health improvement and protection outcomes and deliverables as set out in each project specification and scope, working with external partners, programme and project cells and team members.
- Project managers may support more than one Public Health or Covid Response project, be asked to change projects or take on new areas of work as the needs of the service evolves in response to changes in government guidance, legislation and Public Health policy.

Designation of post and position within departmental structure



The post holder will be part of the Public Health Team based in the Place, Planning and Regeneration Directorate, reporting to the Consultant in Public Health and working closely with all team members and the wider organisational Covid Response Team.

Daily and monthly responsibilities

- Effectively manage and lead the delivery of the projects within the council's Public Health and Covid Response programme, including governance arrangements, the coordination of plans, resources, budgets, risks, quality, performance and delivery. Ensure the provision of regular and accurate progress reports for key stakeholders, including CMT.
- Ensure that the Public Health and Covid Response programmes continue to fulfil their obligations in line with guidance provided by the Department for Health and Social Care, Public Health England and local leadership decisions. This will include designing, planning and managing key projects related to the council's Public Health service and organisation's Covid response.
- Build effective relationships with the project sponsors, project team and any external partners responsible for delivering the project to effectively engage, persuade and influence on the target outcomes.
- Support the identification of any gaps in knowledge and experience, as well as resource pressures within the project team, necessary for a successful outcome and evaluation options for addressing any shortfalls in developing a robust resource plan.
- Ensure project deadlines are met in a timely and efficient manner and support the delivery of regular engagement and communications activities to involve stakeholders.
- Ensure change is managed effectively and consistently within each project, working collaboratively with Public Health Behavioural Insights officer and Communications and marketing officers to embed this change.
- Manage and record costs of the delivery of the project, including managing the process to request additional funding to support the project deliverables as necessary, including preparation of all scoping paperwork for CMT. Complete monthly funding returns to central government.
- Ensure benefits are assessed at the start of the project and recorded throughout until project closure, with lessons captured for the benefit of future projects within the overall programme.
- Managing timely engagement, communication and information dissemination for the project and ensuring each project develops and implements a comprehensive engagement plan. Engaging with and managing external partners supporting specific projects.
- To reflect and learn from experience taking a proactive approach to personal development and learning about change management, modelling the council's behaviours to others.

Scope of role

Required to manage and motivate multi-disciplinary project teams.

The council's Covid Response programme and wider Public Health service has a deep and substantial impact on all areas of the council and the way in which residents and staff can continue to safely access services during the pandemic, throughout recovery and beyond.

There is contact with elected members, Chief Executive, Executive Directors, Senior managers, central government departments, Public Health England, partners and the voluntary sector to influence and to work with them to find mutually acceptable solutions to problems, issues and the management of risk.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Educated to degree level or equivalent relevant experience	Prince 2 or equivalent Project Management qualification
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Proven record of ability in managing and delivering strategic projects, ideally within a political environment.</p> <p>Ability to identify challenges and critical success factors for the success of each project.</p> <p>Proactive approach to management of risks and issues resolution.</p> <p>Strong people management skills.</p> <p>Provides leadership and direction to project teams and key stakeholders.</p> <p>Ability to build productive relationships, persuade and influence senior officers and stakeholders.</p> <p>Ability to think critically and challenge project deliverables and progress.</p> <p>Able to take a creative approach to problem solving.</p> <p>Proven ability to present complex information in an easily understandable way, both verbally and in writing.</p> <p>Uses negotiation skills and change control processes to agree changes to scope, deliverables, resource costs and timescales on projects.</p>	<p>Knowledge of national policy relating to Local Government services and funding.</p> <p>Good knowledge of business solutions in the public sector.</p> <p>Good knowledge of Public Health principles and techniques, approaches and policy.</p> <p>Good knowledge of Covid regulations and processes.</p> <p>Proven business case preparation.</p>

Track record of leading work in a complex, multi stakeholder environment.

Experience of managing projects across organisational boundaries and with multiple stakeholders.

Experience of engagement and communications planning and activity delivery; including organising meetings and workshops.

Proven ability in demonstrating a wide range and high level of consultancy skills, with particular emphasis on collaborative working.

**Work-related
Personal
Requirements**

The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

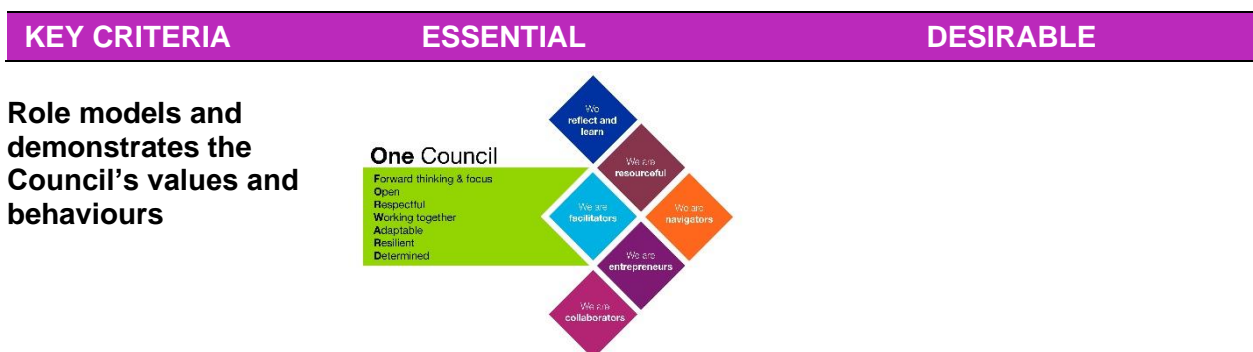
Ability to work flexibly balancing a number of competing tasks and projects simultaneously, often under pressure.

Excellent organisational skills.

**Other Work
Requirements**

The ability to converse easily with members of the public and respond effectively to questions in spoken English

Ability to attend occasional evening and/or weekend engagement and consultation meetings, if required.



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.