

Job Title: Public Health Project Manager	Service Area: Public Health	
Directorate: Adults & Health	Post Number:	Evaluation Number: 6366
Grade: PO4	Date last updated: April 2022	
Accountable to: Lead Public Health Strategist		

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

This post holder will be responsible for the project management and implementation of projects related to health promotion and reducing health inequalities in Newham.

The post holder will ensure the delivery of various projects, many of which will require co-production with a wide range of stakeholders.

The post holder will ensure the delivery of programme elements in line with the Council's corporate plan and the 50 Steps to a Healthier Borough – Health and Wellbeing strategy.

The post holder will ensure the public health team are able to effectively use project management tools to deliver strategic outcomes.

The post holder is responsible for ensuring Newham's community – from service providers to residents - is fully supported to have an active role in promoting better health outcomes through access to digital tools, directories and related support.

The post holder will help to drive system wide change through passion and commitment to increasing health equity and representative diversity in this area.

The post holder will represent and work across organisational boundaries in the borough, across North East London, and with other London or national colleagues.

Job Context

1. The post holder reports to a Lead Public Health Strategist.
2. The post will run for 12 months, full time.
3. The post holder will support with the implementation of projects that focus on health promotion and reducing health inequalities in line the 50 Steps to a Healthier Borough strategy.
4. The post holder will liaise with partners and stakeholders including NHS and London Borough of Newham leads for related work areas, as well as department and directorate directors, to deliver solutions such as service provision, system integration, information sharing, client journey mapping and outcome recording.
5. The post holder will have specific responsibilities for budget management, risk management, governance, administration and resource management.
6. The post holder is required to liaise with colleagues in other Council departments and NHS colleagues to ensure projects are implemented in line with existing structures, governance, legislation and guidance.
7. The post holder is required to provide support and advice to the Consultants in Public Health, Public Health Strategists and Public Health Registrars as required.
8. The post holder may have line management responsibility for Public Health Project Officers, Strategists and other team members as required.
9. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Work with responsible officers on the delivery of the implementation of projects to reduce health inequalities and encourage health promoting behaviour across the borough.
2. Be the driving force behind project implementation, with the support of public health strategic colleagues, ensuring all stakeholders are involved as necessary
3. Be the point of contact for project stakeholders and external providers on behalf of the Public Health team as appropriate.
4. Develop project documentation and work to a project plan to ensure projects are implemented in a timely manner as agreed with Lead Strategist and related task and finish groups.
5. Champion, lead and enable effective communication and appropriate participation of stakeholders by actively engaging with a wide range of colleagues, partners and residents to ensure project implementation is in line with strategic goals, representative of users and Newham residents, and working towards reducing health inequalities.
6. Ensure necessary monitoring, quality and evaluation is in place for all projects to measure impact, effectiveness and areas for improvement.
7. Develop appropriate data capture processes for projects, and therefore obtain, analyse and report a range of data relating to the project to monitor progress of the projects and communicate to a range of audiences including senior management, external partners and user groups, reporting to the Well Newham governance structures.
8. Ensure all projects are implemented in line with all information governance and safeguarding guidance, legislation and requirements.
9. Where necessary present updates to management meetings, partners and external governance groups.
10. Manage complex projects which have far-reaching impact across the Council, partners and residents requiring extensive and well-developed managerial and relationship-building skills.
11. Procure suppliers and services as required by projects.

12. Produce project and programme related documentation as necessary and ensure they are reviewed and updated at regular intervals.
13. Develop and maintain action, issue and risk logs for projects ensuring they are managed and resolved where possible, escalating risks and issues to relevant Well Newham responsible officers and governance as necessary.
14. Identify, highlight and manage dependencies within projects, reflecting these in action plans and making relevant stakeholders aware of the impact and mitigations.
15. Identify financial, material, human resource and cultural implications engaging the relevant stakeholders to ensure resources are allocated, deadlines are met and objectives achieved.
16. Carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
<p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>KNOWLEDGE Relevant qualification in project management</p> <p>Experience and knowledge of project management / programme management</p> <p>Understanding of health inequalities, the wider Public Health agenda and knowledge of working with diverse communities and in areas of deprivation</p> <p>Understanding of local government including procurement processes</p>	<p>Application</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>

Understanding of financial management	Application / Interview
Understanding of information governance policies and how to implement them appropriately	Application / Interview
<p>EXPERIENCE</p> <p>Proven experience of using project management skills and knowledge of public health principles to support the commissioning, implementation and evaluation of a range of initiatives</p> <p>Proven experience of leading multi-agency collaboration at a strategic level across multi-professional and multi-agency partnerships to improve health and wellbeing and/or address health inequalities</p> <p>Proven experience of conducting research including audits/surveys, literature reviews, critical appraisal of evidence from a range of sources, to inform and develop public health programmes</p> <p>Experience of managing and development of people, via direct reports and in a matrix management situation</p> <p>Experience of developing, setting and managing budgets</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>The ability to engage and develop communities, including the vulnerable and most disadvantaged</p> <p>Strategic thinker with leadership skills</p> <p>Excellent influencing skills with experience of influencing in complex political and social environments</p> <p>Effective interpersonal, motivational and influencing skills</p> <p>Ability to manage conflicting priorities as well as responding appropriately in unplanned and unforeseen circumstances</p> <p>Ability to design, develop, interpret and implement project documentation and policies</p> <p>The ability to implement evaluations and surveys that inform project and programme management to improve outcomes</p> <p>Excellent communication skills and the ability to work with a range of partners, including the media. To lead the development of locally appropriate and innovative public health programmes.</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Interview</p> <p>Application / Interview</p> <p>Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>

<p>The ability to lead health promotion campaigns, reports, resources and tools for a variety of audiences.</p>	<p>Application / Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR: Ability to prioritise workload and undertake and complete complex projects. Ability to work well against a background of change and uncertainty.</p> <p>Commitment to working in an open and collaborative way with the public health team, partners and residents. Commitment to team working, and respect and consideration for the skills of others.</p> <p>Adaptable to situations, able to handle people of all capabilities and attitudes</p> <p>Strong commitment to Public Health principles and commitment to tackling health inequalities</p> <p>Self- motivated, proactive and innovative</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery</p> <p>This post is subject to a DBS check</p>	<p>Application / Interview</p> <p>Post Interview</p>