



Person Specification			
<b>Post title</b>	Public Health Programme Officer (Children)	<b>Grade / Salary</b>	N / £44,428 - £45,441 per annum

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \*

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Advanced theoretical, practical and procedural knowledge of Public Health programmes and interventions including associated policies and procedures.	CV / I
S2	Programme management and leadership skills to lead and develop strategies working with internal and external partners that contribute towards the improvement of Public Health Outcomes.	CV / I
S3	Relevant experience of working with a wide range of professionals to support the co-delivery of services to families.	I
S4	Experience of analysing and interpreting varied and complex information or situations relating to partnership working and health programmes or commissioned services to produce solutions and long-term strategies to improve health and wellbeing outcomes and reduce health inequalities.	CV / I
S5	Understanding of how to assess child and family health needs using a range of information sources and produce strategies, policies and programmes that effectively respond to those needs.	I / P
S6	Significant experience of programme management, planning, managing and monitoring of work.	CV / I

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S7	To lead on documentation, such as strategies, policy documents, action plans and service specifications, with a high degree of accuracy, precision and attention to detail.	CV / I
S8	To use discretion, initiative and work independently over a broad area of Public Health and Children working autonomously and managing a complex workload	CV / I
S9	Ability to use own initiative to find solutions to unexpected issues or problems (including some unusual or difficult problems) but making effective use of escalation procedures to seek solutions and manage risks where necessary.	I
S10	Experience of quality assuring and evaluating /monitoring integrated health services.	CV / I
S11	Experience of budgetary planning and management of complex projects to achieve outcomes	CV
S12	Experience of working with Senior Managers across multi-disciplinary teams internally and externally to develop integrated pathways and processes that support the effective delivery of joined up services for parents and families.	CV
S13	Advanced theoretical, practical and procedural knowledge of capacity building or workforce development.	CV / I
S14	Significant experience of handling conflict and managing sensitive issues to achieve positive outcomes, including resolving complaints and responding to stakeholders, elected members and counsellors.	CV / I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Understand equality and diversity issues and the ability to demonstrate good practice in this respect	CV
P3	Independent thinker with demonstrated good judgement, problem-solving and analytical skills. Ability to see the big picture, and think strategically to implement change	I
P4	Ability to work with a wide range of internal and external stakeholders; and the resilience to cope with demands arising from the nature of the data or information handled or the context of the working situation	CV / I
<b>Communication</b>		

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C1	Strong communicator with proven interpersonal and influencing skills, leading and collaborating across a multi-disciplinary team and with external partners.	CV / I / P
C2	Excellent written and verbal communication and presentation skills with the ability to exchange complex and contentious information orally with a range of audiences, including non-specialists, service users, elected members and the wider public.	CV / I / P
C3	Able to produce documentation in a variety of formats and be proficient in the use of Microsoft Office products including Outlook, Word, Excel and PowerPoint	CV / P
C4	Ability to direct and co-ordinate multi-disciplinary and multi-agency groups working to deliver health strategies and programmes	CV / I
<b>Qualifications</b>		
Q1	Educated to degree level equivalent in a health-related field such as Public Health, Health Improvement or related area	CV / C
Q2	Further training in project management, financial management or supporting change management processes.	CV / C
Q3	Registered with UKPHR as a Public Health Practitioner, commitment to or working towards registration	CV / C

**A** = Application form   **CV** = Curriculum Vitae   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

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*Knowsley Council*

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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