

## Job Description

<b>Job Title</b>	Public Health Programme Support Officer
<b>Directorate</b>	Adult Services and Health
<b>Service Area</b>	Public Health
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£25,119 - £28,770
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	TBC

## Job Purpose

To provide flexible efficient and effective programme support for Public Health, including priorities identified through the public health business plan. Overall provision of comprehensive high quality, wide ranging administration, and programme support to Public Health.

## Directly Responsible For:

Providing support across health improvement, health protection, healthcare public health, wider determinants, business support programmes as designated by the Public Health Practitioner (Business Support).

## Directly Responsible To:

Public Health Practitioner (Business Support)

## Main Areas of Responsibility:

- Ensure overall high quality, comprehensive, timely and efficient administrative and programme support to Public Health staff.
- Provide business support to public health projects as assigned by Public Health Practitioner (Business Support).
- Support specific projects and programmes within public health and across health protection, health improvement, healthcare public health, wider determinants of health, and business support.
- Support the coordination of the public health forward plan including timescales for reports, recording and ensuring audit requirements are met.
- Support the coordination of a wide range of Public Health events, including meetings, conferences and other relevant events.
- Coordinate meetings, produce key actions and maintain action trackers within agreed timescales.
- Process purchase orders and other financial transactions for the public health team maintaining accurate records of transactions.
- Maintain accurate records for the public health team including but not limited to correspondence, decision-making, declaration of interest.
- Contribute to the development and assurance of internal processes within the public health team.

- Use initiative and work proactively in relation to managing your own workload ensuring prioritisation of work.
- Maintain confidentiality and adhere to information governance requirements when dealing with information.
- Engage in and contribute to personal development activities and training.
- To carry out to a high standard any tasks reasonably required of the post holder.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

### **Supervision and Management Responsibility:**

- This role has no supervision or line manager responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

- This post is office work, it will involve sitting for long periods of time.

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- 5 GCSE's/NVQ Level 3 or equivalent (A)

## Experience

### Essential

- Experience of producing work of a high standard and working to tight deadlines (A/I)
- Experience of recording and producing accurate minutes (A/I)
- Experience of supporting the coordination of meetings and events (A/I)
- Experience of producing accurate action notes and maintaining relevant action trackers (A/I)

### Desirable

- Experience of working with SAP

## Skills/Abilities

### Essential

- Excellent verbal and written communication and interpersonal skills (A/I)
- Ability to maintain accurate electronic records
- Proficient in the use of Microsoft 365 including Word, Excel, Teams & SharePoint (A/I)
- Good organisational skills and ability to use own initiative (A/I)
- Ability to work effectively both alone and as part of a team, with minimum supervision (A/I)

### Desirable

- The ability to liaise efficiently and effectively at all levels both within and outside of the city council

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Desirable

- A commitment to equal opportunities