

Job Description

Job Title	Programme Manager – Cheshire and Merseyside All Together Smokefree Programme
Grade	P013
Reporting To	Programme Lead- All Together Smokefree
JD Ref	CSUP0095P(A)

Purpose

This is an exciting opportunity to work for the Champs Public Health Collaborative on an innovative Cheshire and Merseyside All Together Smokefree programme of work for fixed term basis until March 2027.

The Champs Public Health Collaborative is a long-standing collaborative of nine Directors of Public Health (DsPH) and the Integrated Care Board Director of Population Health and their teams serving 2.7 million people in Cheshire and Merseyside (C&M), who also have a strategic influencing role within the Liverpool City Region and the Cheshire & Warrington sub-region.

Working to the ethos of ‘collaborative action, local impact’, Champs tackles a number of priorities, agreed with the Office of Health Improvement and Disparities (OHID) and NHS England, that are common to every area and where progress can be best made through collective action.

The Collaborative includes members of local teams who offer a unique and essential contribution as system leaders working with strategic partners, facilitated by a small support team. The Champs support team leads, facilitates and enables delivery of the priorities and programmes. This post is part of the Champs support team, hosted by Wirral Council and provides leadership and facilitation for the Public Health Collaborative.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

All Together Smoke Free service specific duties & responsibilities:

- To implement, facilitate, monitor and evaluate elements of the Cheshire and Merseyside All Together Smokefree programme.
- Be responsible for implementing the assigned delivery elements of the All Together Smoke Free programmes of work. These relate to Communications and Social Marketing; Improving

the Treating Tobacco Dependency and Stop Smoking System Offer; Partnership Working for Tobacco Control; Advocacy and Lobbying for policy change; Tackling Illicit tobacco and Vapes; Digital and Data; Workforce Development and Sector-led Improvement.

- Support the Director of Public Health and the NHS Director of Population Health in providing and developing leadership throughout the public health system and collaborative for the tobacco control agenda.
- To project manage the implementation a range of All Together Smoke Free elements/ programmes in line with the agreed programme, ensuring there are comprehensive project plans in order to define actions, accountabilities, budgets and timescales to a consistently high standard.
- Provide leadership, management and specialist advice to the Programme Leads, the Lead DPH and NHS CM Director of Population Health, the Health and Care Partnership Prevention Board, Champs Public Health Collaborative Executive Board of Directors, Altogether Smokefree Partnership Board and member agencies/partners across Cheshire and Merseyside and nationally on key issues relating to associated programme named above.
- Develop and manage the implementation of a range of All Together Smoke Free (ATSF) programmes as part of the 3 to 5 ATSF year strategic framework.
- Maintain oversight of the implementation and achievement of related business objectives, all relevant project planning and delivery documentation across Cheshire and Merseyside.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Communication, Engagement and Training:

- Liaise with colleagues across the Collaborative to build ownership and delivery of specific actions.
- To provide leadership and expertise on key topics to strategic partners and internally to CM DsPH and system colleagues.
- Work with key members of the Champs support team to ensure delivery of objectives within desired timeframes.
- Build, promote and maintain strong relationships with a wide range of complex stakeholders with differing needs in a changing environment, encouraging collaborative working between stakeholders.
- Ensure effective communication and joint working with public health leaders as key system partners.
- Work with, communicate and influence senior stakeholders across organisational boundaries including Collaborative colleagues to deliver the required programmes.
- Attend and contribute to key meetings reporting key messages back to public health colleagues and partners as necessary.
- Develop and maintain links with regional and national organisations as required.
- Attend and proactively contribute to Champs support team meetings.



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Data Analysis and Decision-Making:

- Be responsible for managing significant appropriate project budgets as required.
- Operate within the relevant Standing Financial Instructions
- Provide, receive and interpret complex information where barriers to acceptance may be encountered which need to be overcome using developed interpersonal and communication skills, such as when communicating in an environment of competing priorities.
- Work autonomously and be responsible for decisions relating to this area, for example setting direction and finding solutions to any barriers to the implementation of associated programmes.
- In difficult and complex situations, to offer advice to the Directors of Public and Population Health
- Offer guidance to colleagues responsible to the role, for example how to solve daily problems such as dealing with challenging stakeholders.

Performance Management:

- Recommendations to Senior Leadership Team on National Policy Changes and Contributing to changes on in-house procedures.
- Responsible for managing own workload and time ensuring robust and effective managerial support and delivery of projects and the workload of colleagues responsible to the role.
- Work to deadlines and produce complex update reports for the HCP Prevention Board, CM Directors of Public Health Executive Board, Population Health Partnership Board and Altogether Smokefree Partnership Board as required.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all commissioned work is carried out with accurate and timely service level agreements or contracts and suppliers are working within a robust monitoring framework.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Bachelor's degree (or equivalent).
- *Desirable - Master's degree level standard of education or equivalent experience/qualification.*

Knowledge & Skills

- Understanding of issues involved in multi-agency programme delivery and partnership working.
- Ability to recognise discrimination in all its forms and put equal opportunities policy into practice.
- Chairing meetings, maintaining working groups and influencing agendas.



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- Excellent persuasive and communication skills consistent with the audience's level of understanding, culture, background and/or preferred way of communicating.
- Excellent verbal and written communication skills and ability to prepare and present concise reports.
- Sound political judgment, ability to liaise across organisational boundaries, and deal with highly complex, confidential and/or contentious information/ situations.
- Able to manage time and self effectively and meet strict deadlines.
- Ability to work in a changing environment responding to changing and competing priorities.
- Ability to solve problems and work on own initiative.
- Able to work in partnership to address complex and/or contentious issues.
- Tactfulness, political awareness and diplomacy, with excellent inter-personal skills.
- Ability to work autonomously and provide leadership, but willing to be directed.
- Diplomacy, discretion and understanding of confidentiality.
- Negotiating and positively influencing others.
- Self-motivated, proactive and innovative with a 'can do' attitude.
- *Desirable – Knowledge and experience of change management resulting in improvements in delivery or practice.*
- *Desirable – Knowledge of tobacco control, social and commercial determinants of health and health inequalities.*

Experience

- Substantial experience of leading strategic development, implementation and evaluation of projects/ programmes of work across complex systems.
- Demonstrable experience of developing, delivering and managing a range of projects linked directly to supporting business objectives.
- Experience of commissioning, writing service specifications and managing tender processes.
- Experience of working with Primary Care, the health system and Local Authorities.
- Experience of collating and presenting performance information in a clear and effective manner.
- Experience of using Microsoft Office packages (including Word, Excel, Outlook and PowerPoint).
- Experience of cross agency working.
- Established experience of managing and monitoring budgets with an awareness of appropriate Financial Regulations.
- Experience of line management.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)



Approved By: Dawn Leicester, Director, Champs Public
Heath Collaborative (hosted by Wirral Council)
Date Of Approval: 16th August 2024



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