



Job description			
Job title	Service Manager (Neighbourhood Health Development)		
Grade	PMG 2		
Directorate	Health and Adult Social Care		
Service/team	Public Health		
Accountable to	Director of Public Health		
Responsible for	N/A		
JE Reference	B1367	Date Reviewed	3 rd August 2026

Purpose of the Job

- To lead the operational design and delivery of the local Neighbourhood Health agenda, driving the shift from reactive treatment to community-based prevention. The role connects the health and social care transformation agendas with wider public service reform initiatives, aligning delivery and outcomes, coordinating engagement and making efficient use of resources across the local system. This will include ensuring multi-agency neighbourhood teams are centred around neighbourhood hubs and work closely with local residents to improve health and wellbeing outcomes.
- To work closely and effectively with internal and external partners including Senior Managers across the Council, Cheshire and Merseyside Integrated Care Board, Acute Hospital Trusts, Community Health Providers, Primary Care Networks, Elected Members, Service Users, Carers, Provider Organisations, and the Voluntary Community Faith and Social Enterprise Sector, to ensure that stakeholder views are understood and are reflected in emerging Neighbourhood Health Plans.
- To support Knowsley's Health and Wellbeing Board to fulfil its core responsibilities under the Neighbourhood Health Framework including providing collective local leadership to shift care into communities, to own and co-develop local neighbourhood health plans, to define neighbourhood footprints, set local outcome measures and connect wider determinants in order to reduce inequalities and improve health and wellbeing outcomes for Knowsley residents.



Duties and Responsibilities

This is not a comprehensive list of all the tasks that may be required of the post-holder. It is illustrative of the general nature and level of responsibility of the work undertaken.

Primary Duties and Responsibilities

Operational Neighbourhood Delivery:

- Lead the implementation of neighbourhood health in Knowsley including delivery of integrated neighbourhood models and multi-disciplinary team working across local authority services, primary care networks (PCNs), the wider health system, and the voluntary, community, faith and social enterprise sector, translating strategic health and reform policy into clear operational neighbourhood delivery models
- Use population health data and local community insight to identify gaps and design preventative local plans that address inequalities
- Keep abreast of policy developments to ensure that the Neighbourhood Health Programme remains aligned to emerging and shifting national agendas, whilst also ensuring alignment with other Neighbourhood developments, identifying opportunities for 'do once, do well' across a wider range of connected work programmes
- Champion cross-programme collaboration to ensure neighbourhood-based services are delivered through coherent and integrated arrangements that reduce duplication and maximise collective impact for residents
- Embed the principles of the All Together Neighbourhoods work from Champs within the programme, ensuring a whole system person-centred, preventative approach that is grounded in local data, community assets and lived experience and aligned with Marmot principles

Governance and Sustainability:

- Lead the establishment and management of neighbourhood governance and risk management structures.
- Lead the development of a Knowsley-wide Neighbourhood Health Framework Performance Dashboard to enable partners to monitor delivery against national ambitions and locally determined priorities
- Monitor outcomes against local, system, and national frameworks
- Lead multi-agency steering groups, maintaining clear action logs, risk registers, and progress reports for senior leadership.
- Ensure alignment between the neighbourhood health agenda and emerging neighbourhood health plans, broader public service reforms and locally agreed community based initiatives
- Escalate operational blocks swiftly with evidence-based choices and practical solutions.



Partnerships and Community Engagement

- Build effective, trusted relationships across organisational boundaries including across health, social care, public health, housing, and the Voluntary Community and Faith and Social Enterprise Sector
- Have an appreciation of different practices and cultures across health and social care organisations and have the ability to challenge constructively and appropriately in a range of setting
- Seek to remove barriers to cross-organisational working between stakeholders
- Lead engagement with local people, including carers, and wider communities, ensuring co-production and shared decision-making
- Champion co-production, embedding resident voices and community-led decision-making directly into service redesign.

Finance and Resource Management

- Manage agreed delegated budgets where applicable, ensuring efficient use of resources aligned to population health needs in relation to the work of the neighbourhood health programme group
- Work across the wider health and social care system to ensure alignment of resources to neighbourhood delivery priorities.

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority . Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.



Corporate Responsibilities

- To support the Council's Senior Management Team working with elected Members and Executive Directors to deliver the Council's vision, priorities and core values.
- To effectively contribute to the overall strategic management of the Authority by supporting the Chief Executive to develop clear, long-term strategies, supported by appropriate policies and procedures
- To support elected members in undertaking their roles as community leaders and ward members.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.