

Job Description

Post title	Healthy Communities Officer	Grade	3
Department	Health and Communities	Post ref	

Overall job purpose

To support the council and partners to deliver initiatives which promote healthy lifestyles and increase levels of physical activity in order to reduce health inequalities across the district at a community level. This will include:

- Developing insight and an understanding of communities
- Building relationships with partners
- Facilitating and enabling delivery within the community

Reporting relationships

Reports to:	Health & Wellbeing Team Leader (TBC)
Responsible for:	<p>Post 1: Responsible for supporting the delivery of the School Nutrition programme, Workplace Health and administration of Leisure Management Contract including the supervision of the Nutrition Assistant.</p> <p>Post 2: Responsible for supporting health initiatives as part of the Mansfield Health Partnership and Feeding Mansfield Network including supervision of apprentices or volunteers etc.</p>

Key tasks and responsibilities – post specific

To provide a community level support for health for the council in order to address local health issues.

To support council's approach for health improvement through the delivery of the Mansfield Health Partnership Strategic Delivery Plan and other identified initiatives

To develop and implement initiatives which encourage healthy lifestyles and increased physical activity focusing on areas in most need of support. (For example Insight Lead, Place Based Approaches)

To maintain and develop partnership working arrangements e.g. Active Notts., council services, NCC/Public Health, leisure contractor and community groups to secure and enhance health and wellbeing work in the community.

To work in partnership to develop, implement and deliver initiatives to encourage healthy lifestyles and increased physical activity

To work in support of the leisure management contract's Active Communities programme

To complete administration tasks for the service.

To contribute to the identification of external funding and to the development of applications in order to support service delivery.

To maintain performance management, benchmarking and quality assurance information for the service and monitoring of key performance indicators and service standards to ensure quality service delivery.

To contribute to the production and present written and verbal reports on matters relating to the service.

To ensure the effective marketing and promotion of work/ initiatives including responsibility for the maintenance and upkeep of the relevant sections of the council's website and outreach promotional events.

To be responsible for and the empathy in the delivery of community and work place health initiatives including practical workshops, advice, information, training and a person centred support

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection and GDPR, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

To attend meetings, as required and represent the council's interests across a variety of locations and organisations' whereby travel would be required.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date:

Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee / Leadership Level 1 / Leadership Level 2 / Leadership Level 3 (delete as applicable)
	Assessment
Seeing the big picture	Application Form / Interview
Changing and improving	Application Form / Interview
Communicating	Application Form / Interview
Collaborating and partnering	Application Form / Interview
Building capacity for all	Application Form / Interview

Skills	Essential / Desirable	Assessment
Customer service, team working skills	E	Application Form / Interview
High level of interpersonal and communication skills, including delivering outreach sessions.	E	Application Form / Interview
The ability to empathise with individuals, partners and communities in order to build relationships.	E	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
Understanding of health, health inequalities and the wider social determinants of health	D	Application Form / Interview
Understanding of national, regional and local health strategy and initiatives	E	Application Form / Interview
Developing and implementing health Initiatives	E	Application Form / Interview
Enabling community health improvement through engagement and empowerment	E	Application Form / Interview
Research methods; collecting data, analysing results	E	Application Form / Interview
Project delivery and-Catering/food preparation	D	Application Form / Interview
IT systems: Word, Excel, PowerPoint	D	Application Form / Interview
Report writing and presentation skills	D	Application Form / Interview
Understanding of corporate policy including safeguarding, equalities, domestic violence, GPDR	D	Application Form / Interview

Experience	Essential / Desirable	Assessment
Co-ordinating the development and delivering community health initiatives and programmes	E	Application Form / Interview
Partnership working and building positive relationships with individuals and partner organisations	E	Application Form / Interview
Strategy and policy understanding and implementation to meet service / corporate objectives	D	Application Form / Interview
Financial administration	D	Application Form / Interview
Working to Service Level Agreements	D	Application Form / Interview
Contributing to external funding applications and administering external funding	D	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Minimum 2 A levels or NVQ level 3 in a health related subject or a Level 2 qualification and significant relevant experience.	E	Application Form / Certificates
Health qualification/s e.g. Brief Intervention Training: Motivating Behaviour Change or significant demonstrable experience	D	Application Form / Certificates
Nutrition qualification	D	Application form/certificates
Food Hygiene Certificate	D	Application form/certificates

Additional information / other requirements of the post
<ul style="list-style-type: none"> • The postholder is required to undertake an enhanced with barred list criminal record check. • The postholder is eligible for casual car user allowance and will be required to travel for meetings across the County. • The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

Date produced / last amended
14.06.22

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.