



<b>JOB TITLE:</b>	Public Health Project Officer (Mental Health and Wellbeing)		
<b>GRADE:</b>	G7	<b>SERVICE AREA:</b>	Public Health
<b>JOB CODE:</b>			
<b>REPORTS TO:</b>	Senior Public Health Programme Manager	<b>LOCATION:</b>	Any Council Premises
<b>SPECIAL CONDITIONS:</b>	Working outside of standard office hours may be required. There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evenings and other out-of-hour meetings as required.		

### ***Role Purpose:***

To provide a project management function within Public Health Mental Health and to deliver relevant and appropriate community development and engagement activity across Walsall communities, particularly amongst high-risk populations seeking to improve population mental health literacy within Walsall, supporting delivery of the borough's Mental Wellbeing Strategy. The project officer will:

- Support the relevant and appropriate mental health community interventions across Walsall communities, particularly amongst high-risk populations seeking to improve population mental health literacy within Walsall.
- Be responsible for establishing a framework for continually monitoring mental health and wellbeing programmes.
- Support the coordination, development, management, and implementation of complex project plans pertaining to Mental health and wellbeing (including suicide prevention).
- Establish strong and effective working links with partners and key stakeholders within communities from the diverse communities of Walsall.
- Undertake the marketing and promotion of Mental health and wellbeing messages (including suicide prevention) across Walsall and raise awareness of associated projects on a neighbourhood, borough-wide basis and reach diverse community groups, including those deemed "hard to reach".
- Support activity and promote effective cross-directorate working to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.

### **1. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively.
- A priority for the Council is protecting vulnerable people, ensuring they can live as independently as possible. The post-holder will promote and engage with the Council's responsibility to safeguard the welfare of children, young people and adults and protect their right to be safe from harm.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, particularly regarding diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture that reflects the corporate vision.
- Ensure that business change projects align with Council strategy, vision, aims, objectives, priorities, and a continuous improvement programme. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Council's Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.
- Develop and promote effective partnerships with government departments, professional bodies, and other organisations to promote the Council's interests and build its reputation.

## **2. Main purpose of the job role:**

- To engage with the Senior Public Health manager and to provide a project management function, including creating plans (including schedule, risk, change control and quality plans).
- To proactively monitor overall progress, resolve issues and initiate corrective action as appropriate to ensure successful delivery within the agreed scope and parameters of projects.
- Provide project and administrative support
- To undertake community engagement and promotion activity to support the work to improve mental health and wellbeing in Walsall.
- To seek out opportunities for developing effective interventions
- To undertake, facilitate and create meaningful engagement with diverse communities in Walsall.
- To contribute to reducing health inequalities
- To assist in the development and ongoing delivery of marketing and engagement
- Support the delivery of mental wellbeing and suicide prevention projects.

## **3. Role-specific duties and accountabilities:**

- Assist with the continuous improvement of project management practices and help to develop project management maturity.
- To develop/support and promote a customer-focused culture within the team, ensuring cost-effective, efficient, high-quality services to the Council, its members, and its departments in line with their identified needs.

### **Horizon Scanning**

- Contribute to developing, monitoring, and reviewing services to meet changing needs and demands aligned to delivering organisational ambitions.
- To consider the equality dimension in all analytical and research projects, informing service practice and operational guidance, and ensuring compliance with Equality Impact Assessments.

### **Managing Resources**

- To monitor any resource budgets delegated or directed by the Senior Public Health Programme development manager.

### **Managing Performance**

- Take responsibility for all projects, maintaining traction and pace to deliver benefits.
- Support key stakeholders to deliver benefits.

- Articulate performance progress and proactively manage risks associated with areas of non-performance.

### **Managing Self**

- Be continually open to new ways of working in pursuit of the best outcomes for residents of Walsall.
- Challenge the status quo, enable, empower, and act with integrity to deliver this function in a way that optimises effective delivery.
- Ensure all personal deadlines and workloads are actively prioritised, managed and delivered.
- To enhance personal performance, working constructively with the line manager to identify personal strengths and agreeing to action concerning development needs.
- Responsibility for self-directed learning and continued professional development.
- The post holder must also undertake other duties within their competence or otherwise appropriate to the grading of the post as required.

### **4. Key Stakeholders and reporting lines**

Reports to: Senior Public Health Programme Development Manager (mental health and wellbeing)



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<p>Using the Job Description, consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.</p>	<p>Assessment process: Application form =A interview=I both=A/I test = T</p>	<p><b>WEIGHT CODE</b> shows relative importance. Low=1 Medium=2 High=3</p>
<p><b>Behaviours:</b> refer to the corporate behaviours document</p>		
<p><b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers, including challenging negative behaviours.</p>	A/I	3
<p><b>Leadership</b> - Leads by example, optimising those resources allocated, communicates clearly, taking account and welcoming feedback. Takes a positive and resilient approach to change, understanding the longer-term vision of the Council and/or service areas.</p>	A/I	3
<p><b>Accountability</b> - Adopt a 'can do' attitude in the work delivered, taking accountability for own performance and development and responsibility for actions and decisions. Will demonstrate inclusivity and promote the values of diversity and equality.</p>	A/I	3
<p><b>Transparency</b> - Work with others to reach a common goal; share information, support colleagues, and seek expertise and solutions from relevant partners and communities we serve.</p>	A	3
<p><b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others to build trust.</p>	A/I	3
<p><b>Abilities/Skills:</b></p>		
<p>Clear, strategic and creative thinker</p>	I	2
<p>Work with credibility and integrity</p>	I	3
<p>Ability to work autonomously and under pressure using initiative to deliver something new to stakeholders</p>	A/I	3
<p>Able to deliver results in a highly pressured environment</p>	A/I	3
<p>Acts in a collegiate and collaborative way that engages with people at all levels</p>	A/I	3
<p>Clear communicator with advanced verbal, written and presentation skills, including the ability to receive and present complex, sensitive, or contentious information to groups, overcoming barriers to communication</p>	A/I	3

Awareness and sensitivity to be able to manage successfully within a political environment	I	3
Strong customer focus	A	
Highly motivated, resourceful, and resilient	I	3
Advanced creative and developmental skills to analyse and interpret complex information and produce long-term solutions	I	3
A strong understanding of Programme / Project management methods and techniques	A/I/T	2
Ability to capture and process data and information and undertake evaluation	I	3
Excellent written and verbal communication skills, including delivering presentations, producing reports and communicating	A/I/T	3
<b>Knowledge/Experience:</b>		
Considerable experience in successfully managing projects	A/I	3
Experiencing working in a community development, engagement, health improvement or equivalent	A/I	3
Experience in developing effective working relationships with multi-agency partners/ organisations, including statutory, voluntary and	A/I	3
Excellent project management skills, proficient in using project management tools	A/I	2
Good standard of numeracy, the ability to work with budgets and follow financial processes	A/I	2
Well-organised with excellent administration skills	A/I	3
Excellent IT skills, including all Microsoft Office applications	A/I	3
Ability to work using own initiative and to manage own workload	A/I	3
Demonstrate an elevated level of interpersonal skills with good political and community awareness.	A/I	3
Extensive experience in developing and maintaining good working relationships with a wide range of stakeholders to deliver tangible results	A/I/T	3
<b>Qualification:</b>		
Degree in public health improvement, community development/engagement, or equivalent	A	
Project management qualification or equivalent	A	
Demonstrates Continual Personal Development	A	
<b>Other Essential Requirements</b>		
An awareness of and commitment to equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by</b>	A Aitken	<b>Date: June 2023</b>