



Job Description (JD) and Employee Specification (ES)

Job Title	Wider-Determinants Project Officer
Directorate	Adult Social Care and Public Health
Service Area	Public Health (Wider-Determinants)
Grade	G7
Reports to	Public Health Officer (Wider-Determinants Lead)
Accountable to	NA
Accountable for	NA
Location	Your designated place of work will be the Civic Centre. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term.

Main purpose of the job role

To provide project management and an additional support function to the Wider-Determinants Lead within the Public Health team.

- To support the Wider-Determinants Lead by providing a project management function, including supporting ongoing work, comprising of, but not limited to;
 - Reviewing and responding to planning and licensing applications, including supporting the Wider Determinants Lead with preparing for appeals and hearings, where appropriate.
 - Working with and supporting internal Planning and Licensing teams on various strategic projects
 - Supporting the Walsall Gambling Harms Partnership (WGHP), including new and ongoing initiatives to strategically reduce gambling harms.
 - Attending meetings and being a public health conduit with other key teams, networks and boards – including, but not limited to topics such as, Regeneration, Employment and Skills, Housing, Debt, Climate Change
 - Reviewing Heath Impact Assessments
- The role will also entail;
 - Contribute to developing, monitoring, and reviewing projects to meet changing needs and demands. This includes proactively monitoring overall



progress, resolving issues and initiating corrective action as appropriate to ensure successful delivery within the agreed scope and parameters of projects.

- Enhancing and amending internal processes
- Supporting research such as conducting literature reviews and supporting the development of public consultations
- Providing project and administrative support
- Seeking out opportunities for developing effective interventions
- Contributing to reducing health inequalities and championing equitable approaches in all their work.
- Support the development and implementation of policies, where appropriate
- Spotting 'quick wins' and reacting quickly to opportunities as they arise.
- Establish strong and effective working relationships with partners and key stakeholders, including effectively influencing others.
- Support activity and promote effective cross-directorate working to deliver integrated solutions that optimise the use of resources.
- Be a champion of the Health in all Policies approach

Service Area Accountabilities and Role Specific Duties

- 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, with support from their line manager.

The post holder must also undertake other duties within their competence or otherwise appropriate to the grading of the post as required.



Corporate Accountabilities

1. Through personal commitment and clear action, the post-holder will promote the Council's employment policies, in particular including diversity and inclusion, equality of opportunity, access and treatment, relating to employment, service delivery and community involvement.
2. Championing and role modelling our cultural values, proactively developing, fostering and advocating our organisational cultural journey to provide an inclusive and safe working environment where all our people feel they belong, feel they are supported, developed, trusted, empowered, appreciated and celebrated.
3. Ensure active compliance with all relevant Council policies and procedures in the fulfilling of duties and responsibilities of the post, including (but not limited to) compliance with the Council's Code of Conduct, Standing Orders, Financial Regulations, Corporate Safeguarding Policy and Corporate Resilience and Emergency Planning arrangements.
4. This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive and will be updated from time to time.

Special Conditions

1. Occasional attendance (although not overall responsibility) at council meetings and associated public meetings may be required. This may sometimes include evening and weekend working, although infrequent.
2. This post is not subject to a disclosure and barring service (DBS) check.
3. Post holders will be required to have the ability to travel efficiently throughout and across the borough as necessary. Upon occasion, this may include attending meetings and/or events in surrounding areas, including but not limited to within the West Midlands.

Employee Specification

Below are the essential criteria (behaviours, abilities and knowledge) required by a person to perform the main duties and accountabilities of the job safely and effectively. The table below indicates how the criteria will be assessed:

- application (A)
- interview (I)
- test or other selection method (T)

Abilities / Skills	Assessment
A strategic creative thinker and problem solver	A/I
The ability to work with honesty, credibility and integrity	A/I
Ability to use own initiative and work proactively, whilst seeking guidance and approval at appropriate times	A/I
Able to deliver results and meet deadlines in a highly pressured environment	A/I
Acts in a collegiate and collaborative way that engages internal and external partners, at all levels	A/I
Are a 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. This may include producing reports, briefings and presentations.	T
Awareness and sensitivity to be able to manage successfully within a political environment Support will be provided if the successful applicant has no prior experience with working in a political environment. In this situation, on the application form please provide examples of working with awareness and sensitivity	A/I
Highly resilient and able to influence others – Be able to work in challenging environments where results are not always seen immediately	A/I
Critical thinking with basic knowledge of how to analyse and interpret complex information, and suggest/produce long-term solutions	A/I
A strong understanding of programme / project management methods and techniques	A/I
Detailed oriented with the ability to capture and process data and information and undertake evaluation	A/I

Knowledge / Experience	Assessment
Considerable experience in successfully managing projects (ideally within a Public Health context/setting, although not essential).	A/I

Experience of working in a role that aims to improve population level health (i.e in a public health role, health role, health improvement, or wider-determinants of health role), or similar	A/I
Extensive experience in developing and maintaining effective working relationships with multi- agency partners/ organisations, to deliver shared outcomes / tangible results	A/I
Ability to appraise information	A/I
Experience managing projects using project management tools	A/I
Well-organised with excellent administration skills	A/I
Good standard of numeracy, and the ability to work within budgets and follow financial processes.	
Ability to work using own initiative and manage own workload	
Demonstrate an elevated level of interpersonal skills with good political and community awareness	
Excellent IT skills, including all Microsoft Office applications	A
Ability to keep up to date, where required, with the latest research, guidance and publications (within the wider-determinants topic)	A/I/T

Qualifications / Professional Membership	Assessment
Degree in public health or similar	A
Project management qualification or equivalent experience	
Demonstrates continual professional development (CPD) and a commitment to ongoing CPD moving forward	A

Other essential requirements	Assessment
An awareness of, and commitment to, equality, diversity and inclusion. Including championing and delivering equitable health approaches.	A/I
Awareness of, and commitment to, data protection and information governance ensuring confidentiality	A/I

JD/ES Updated by: H M Janes

Date last updated: 25/06/2025

JE Job Code : G7WIDE1523ASC	Date of JE evaluation: 29/07/2025
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