

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Health Improvement Officer

(FM18 SD29)

Job Title	Health Improvement Officer
Service Area	Strategy, Policy and Governance
Grade	F SCP 21-24
Job Reference	FM18 SD29

Reporting to	Responsible for
Strategy Theme Lead-Community	

Team Purpose
To provide a range of timely, effective service delivery offerings, ensuring compliance and enabling the organisation to deliver high levels of customer service.

Role Purpose
Contributing to public health improvements for residents. Using data to help inform health and well-being priorities, working with services to help improve Public Health outcomes and to assist with the development of projects.

Key Accountabilities
<p>Deliver public health improvements for residents to tackle health inequalities in the district by:</p> <ul style="list-style-type: none"> • Helping to embed the principles of public health within the organisation • Engaging and influencing others to address health improvements and wider determinants of health within the scope of their lives and work • Collaborating with Maldon District partners and communities to create new solutions to complex problems. • Partnership working with Essex County Council, Alliances and neighbouring districts as part of place-based working approaches. • Supporting action to create healthy environments, strategies and policies • Linking staff, partners, businesses and community groups to local community initiatives, assets and support. • Coordinating Maldon District Livewell Group meetings • Managing the Maldon District Public Health Grant and disseminating funding to successful applicants • Leading the delivery of national and regional Public Health campaigns for the Council • Project managing health improvement initiatives and seek funding opportunities if appropriate • Acting independently to undertake research, data collection and analysis and using accurate data to inform service delivery.



- Working with partners and colleagues to undertake Health Impact Assessments or Health Needs Assessments for local population.
- Encouraging customers to use online services and promoting digital inclusion
- Encourage customer feedback to improve services
- Developing and maintaining an extensive knowledge and understanding of health and well-being issues
- Completing other tasks which may be considered appropriate.
- Being an active and contributing participant to ECC Public Health Practitioner monthly meetings.
- Being accountable for improving and developing own professional competencies in alignment with ECC Essex- wide PHP training and the UKPHR competencies.

Key Objectives

Working with customers

Committed to high standards of customer service. Champion own ideas for the improvement of services

Knowledge of services

In-depth understanding of specialist area, being professionally qualified or by experience.

Specific Tasks

Team work and working with others

Work collaboratively with other stakeholders and teams to provide effective services. Engage positively and effectively with the public, partners and other stakeholders.

Qualifications

Educated to degree level or equivalent professional qualification or experience in Public Health.

Knowledge, Skills and Experience

- Required to work towards registration as a Public Health Practitioner on the UK Public Health Register
- Excellent interpersonal skills and communication skills both written and verbal
- Excellent organisational and analytical skills
- Good understanding of Data Protection
- Excellent level of IT skills including researching and analysing data
- Project management and delivery
- Development of Policies
- UK Driving Licence essential or able to travel around the district



Special Requirements	
Emergency Planning	This post will, on occasions, required to take part in the Council's emergency planning training, and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours.
Election Duties	<p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the regional Elections Committee.</p>

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and Council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy and Procedures. 3. To support and be committed to the Councils' policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults; the Council expects all staff and volunteers to share this commitment. 4. To support the Council's Equality and Diversity Policies. 5. To operate within the Council's IT Policies and Data Protection rules and regulations. 6. To operate within the Council's Financial Regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the Council's values and behaviours and all employees are expected to work within the Council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]: see the Framework in the Performance Review Toolkit for a full list of behavioural indicators
Core Competencies - All Workforce



Maldon District Council
Job Description: FM18 SD29

Communicating	Expressing information in the best way and timescales that ensures clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

This post is not a politically restricted post.

Signed (Job Holder):		Date:
Signed (Service Lead):		Date:

