

# Job Description

## Section A: Job Profile

### Job Details

Job Title:	Public Health Partnerships Project Manager
Salary:	£44,711-£47,754 pro rata
Grade:	G12
Hours:	21 per week We are open to discussions about flexible working.
Team:	Public health Team – Live well improve and enable
Service Area:	Matrix style of working
Primary Location:	County Hall, Oxford OX1 1ND including our Agile working principles. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.
Budget responsibility:	N/A
Responsible to:	Public Health Senior Policy Officer – Matrix. This will be dependent upon the project you are working on.
Responsible for:	N.A
Political Restricted Post:	N/A

### Job Purpose

A brief overview of the key objectives of the job:

This role will support Public Health led partnerships to deliver national policy at a local level, working with wider council colleagues and system wide partners to support the delivery of Public Health Programmes.

Working in a fast paced environment, the post holder will support the delivery of multi-agency strategic action plans, ensuring plans reflect current public health best practice, guidance and evidence base.

They will work cohesively with a wide range of stakeholders to achieve this including; the public health team; subgroup chairs and a range of multi agency partners. The post holder will lead by example,

promote the values of the organisation, facilitate others to deliver their objectives and facilitate a joined up holistic approach across the council.

The role has a strong coordination function, as there are several subgroups running simultaneously. They will work flexibly and function within a matrix management system.

The post holder is responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies.

## Job Responsibilities

*This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.*

### Capabilities

- **Organisation:** Ensuring the smooth progression and timely delivery of a breadth of tasks across a team through identifying goals, priorities, breaking down complex tasks into achievable actions and communicating this effectively. Prepare reports, data spreadsheets and power point presentations for the Public Health Programme Manager in preparation for decision making boards.
- **Communication:** To effectively manage a partnership, there needs to be clear communication between the public health team, wider OCC services and system partners to ensure everyone has access to the right information at the right time. Communication skills span written and verbal. Communication requires concise language to communicate progress, benefits, risks, etc.
- **Negotiation:** Project management through keeping key stakeholders on track, navigating roadblocks, and compromising to maintain relationships and agreement.
- **Problem solving:** Working through problems which arise in partnership management by gathering the right information, identifying a solution, and coordinating the delivery of this with the right stakeholders.
- **Risk management:** Identifying, flagging, and assessing risks/issues before they become a problem and planning mitigations to manage them.
- **Attitude:** Approaching all challenges with a positive, outcome focused mindset. Applying techniques to change mindsets, behaviours and support colleagues to adopt different ways of working.
- Drive forward effective strategic partnership working and lead on supporting partnerships that promote high standards and enable delivery of outstanding customer focused services in accordance with national and local objectives.
- Responsible for the administration and management of partnerships and all subgroups. This includes; maintaining documentation, developing the action plan that supports the delivery of the agreed strategy, overseeing and updating of partnership action plans, recording actions, updating risk registers, and decision logs.
- Create and maintain checkpoints and highlight reports to ensure action plans are on track for delivery within timescales and established corporate procedure is followed.
- Work with the Public Health Senior Policy Officer to define required activities, identifying the critical success factors, requirements, and targets for delivery and assigning work packages where required.
- Ensure all partnership documentation is updated and collated by the assigned subgroup chairs and deliverable for presentation at decision making boards and other partnership meetings including risk registers, action, plans, highlight reports and power point presentations.
- Preparing annual reports for internal governance processes, and reports required by national delivery organisations.
- Development and maintenance of partnership webpages.
- Provide updates to Senior Responsible Owner on various aspects of the partnership.
- Engage with stakeholders to ensure partnership strategic action plan is defined and delivered in a timely manner, in line with national strategic direction and guidelines.

- Be a driving force to move the partnership action plans through their lifecycle as quickly as possible, creating a sense of urgency. Provide timely updates stakeholders.
- Direct, lead and motivate the subgroup chairs, building relationships with stakeholders and cross-functional interfaces.
- Provide concise information and advice to identified partners or individuals in relation to the Public Health programme of work, to ensure the appropriate action is taken to comply with legislation, and strategic milestones and objectives.
- Carry out lessons learned review and evaluation of the completed process/project providing a report and lessons learnt document.
- Undertake desk-based research and consolidate into succinct reports or presentations.
- Develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals.
- Act as an ambassador for performance-based culture and role model the Delivering the Future Together values and behaviours.

## Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
Educated to degree level <b>or</b> work experience to an equivalent level, with at least 3 years experience	AF/ I
Knowledge and use of PRINCE II methodology or other recognised project or programme management methodologies	AF/I
Intermediate computer skills and experience in using the full range of Microsoft Office / Office 365 applications and the ability to use these effectively in this role.	AF/I

Previous experience in partnership or project delivery environments with a proven record of managing workstreams and projects with multiple delivery partners and stakeholders. Experience of working in politically complex situations and proactively managing problems and opportunities.	AF/I/P
Ability to create concise written documents and reports with accuracy and attention to detail.	AF/I
A commitment to providing a high-quality service to customers/client's service stakeholders with commitment to continuous improvement.	AF/I
Track record of working on complex, integrated & fast-paced partnership projects, which deliver tangible results for customers with demonstrable organisational skills such as multi-tasking, use of initiative, problem solving, working independently and prioritising workloads and the ability to be resilient in a pressurised environment subject to changing workloads and conflicting priorities.	AF/I
Excellent communication and interpersonal skills with the ability to develop and maintain beneficial working relationships with multiple stakeholders across all levels.	AF/I
Ability to prioritise effectively and be flexible as situations change and develop.	AF/I
Professional integrity with the ability to maintain confidentiality, treat sensitive information with discretion and deliver consistently on our company values.	AF/I
Ability to work on your own initiative and work collaboratively as part of a team.	AF/I
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Project/programme delivery qualifications, e.g., PRINCE2, MSP,APM	AF/I
Previous experience in a public health environment	AF/I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring

<input type="checkbox"/>	Other (please specify):
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## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		