



Job description	
Job title	Public Health Programme Officer (Children)
Grade	N
Directorate	Health and Social Care
Section/team	Public Health
Accountable to	Consultant in Public Health
Responsible for	N/A
Date reviewed	January 2024

Purpose of the Job

This public health role will act to lead on public health programmes and activities related to children and young people (predominately school aged children). The post will provide a vital role within the core public health team to effectively deliver its functions around system leadership to improve health.

The post will work closely with Childrens services, schools and other youth organisations and settings to build relationships, lead and drive forward system improvement to improve health outcomes for children and young people.

The post holder will lead, develop, and implement a range of evidence based public health strategies and programmes, working with key partners to ensure an effective, efficient, and quality integrated health offer is achieved. This will include children's health related areas such as childhood obesity, mental health and healthy lifestyles.

Duties and Responsibilities

1. This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.
2. Act as the Public Health Programme Officer responsible for ensuring that strategies and programmes respond to the health needs and characteristics of the local population, specifically that of children and families as set out in Knowsley 2030 Strategy, Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.



3. Lead responsibility for systematically assessing health inequalities related to predominately school-aged children but also to include their families and school settings. Use relevant tools such as the health Equity Assessment Tool (HEAT) and Local Authority Healthy Weight Declaration with partners across disciplines and establish agreed priorities, reviewing and updating this work on a regular basis.
4. Lead responsibility for ensuring that Public Health Outcomes for Children and Young People are improved, and that the service is providing effective value for money programmes to meet population health needs.
5. Lead programme management responsible for the planning and execution of projects. To include planning, designing, executing, and monitoring every aspect of multiple projects. To include:
 - Meeting with senior management across a multi-disciplinary team to identify project requirements, delivery timelines and costs.
 - Developing detailed project plans to guide multi-disciplinary teams, key stakeholders, staff members and parents based on changing needs and requirements.
 - Identifying and assigning project tasks based on the skill sets, experience, and strengths of staff members.
 - Monitoring project performance to ensure timely delivery.
 - Compiling and submitting project status reports to senior management across a multi-disciplinary and other stakeholders.
 - Leading and co-ordinating working groups with relevant stakeholders for efficient project implementation.
 - Developing excellent leadership, customer relations and communication skills to liaise effectively with all stakeholders.
6. Design and implement appropriate medium and long term interdisciplinary and/or interagency health strategies, plans and programmes across a range of agencies working in Knowsley and within localities.
7. Design and align services that impact children's health from school-age to 25 across Knowsley, considering national government agendas and policies alongside non-government organisation policy reviews and recommendations in areas such as healthy weight, oral health, mental health and health inequalities.
8. Responsibility for the development of integrated pathways; to ensure services are accessible for all, particularly those with the greatest need. This will involve developing effective relationships with a wide range of internal and external partners within the Health & Social Care System, including NHS commissioned services, Primary Care, Hospital Trusts,



Local Authority Commissioned services, educational establishments, and Strategic Leads.

9. To track performance, manage and compile reports against project plans and agree corrective action or necessary adjustments. Continued monitoring of delivery after implementation to ensure changes are embedded and benefits are realised; whilst ensuring there is adequate support for children, their families and the whole school within the healthy lifestyle's agenda.
10. Compile relevant reports/dashboards that demonstrate achievement of key performance indicators across key interventions that accurately measure quality standards and how others contribute towards the effectiveness and success of health-related indicators. Report to senior managers and commissioning team ensuring both qualitative and quantitative data is captured effectively and highlight areas of risk and mitigation.
11. Lead on relevant partnerships and strategic groups focussed on key public health programmes, reporting in to said groups and acting as chair where appropriate.
12. To liaise and regularly report with other strategic managers including Public Health Leadership and Childrens Service leads and be responsible for managing complex and sensitive information in providing regular solution focussed progress reports.
13. To provide specialist advice and guidance, working with colleagues regionally and locally, leading on the evaluation and quality assurance of school aged children health strategies and programmes.
14. To lead change management processes to support continuous improvement and deliver better outcomes, quality and value working with members of the Public Health Team, colleagues within the Council, and staff in partner organisations.
15. Lead responsibility to ensure that public health initiatives and programmes are underpinned by effective community, public and stakeholder engagement activities.
16. Lead officer responsible for the delivery of a high quality, safe and effective service through the development and co-ordination of health processes such as research and production of academic reports; present varied, complex and/or sensitive concepts of information to a variety of audiences.
17. To establish the scope for, and to develop, an outcomes framework shared between services which could fit with governance arrangements.



18. Lead in liaison with relevant Officers and partners in Knowsley MBC (i.e. Communications Team), to design and implement marketing and promotional material for relevant projects using platforms such as social media.
19. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
20. To participate and develop the teams learning and development activities as required.
21. Fulfil personal requirements where appropriate regarding organisational policies and procedures, particularly health and safety, equal opportunities, customer care, security, work standards and promotion of the organisation's core values.
22. Abide by the objectives and targets of the organisation, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.
23. To work flexibly to meet the needs of the service. This will include working from any service base as required as well as some early mornings, evenings and weekend work which may take place in service-users homes. All staff within the service may be required to work across the whole of the Borough.
24. Other duties commensurate with the grading of the post as determined by the Consultant in Public Health.

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line



manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.