



Job description	
Job title	Public Health Officer
Grade	H-K
Directorate	Health and Adult Social Care
Section/team	Public Health
Accountable to	Principal Public Health Programme Officer
Responsible for	No direct reports
Date reviewed	August 2023

Purpose of the Job

The post holder will play a key role in the development and delivery of Public Health programmes in Knowsley, developing skills and experiences in the Public Health Service.

The post holder will be responsible for supporting the Public Health Team in the successful implementation and delivery of Public Health programmes, including ensuring that specific tasks/projects are planned, managed, implemented, monitored and evaluated. This includes researching and drafting a variety of complex information including campaign action plans, briefings, reports and high-quality analysis of complex information.

This is a career-graded post and can be undertaken at H, J or K grade with the requirements of job in terms of tasks as set out in this job description and in terms of skills, experience and qualifications as set out in the accompanying person specification.

For the postholder to move up the grades they must be assessed against their ability to undertake the tasks at the higher grade and meet the requirements set out in the person specification. This assessment will be undertaken by the postholder's line manager and must be endorsed by the Head of Service and HR.

Duties and Responsibilities



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.

Grade H

1. Prepare and support presentations in support of senior officer's presenting intelligence at key strategic meetings – including Partnership meetings and scrutiny.
2. Provide support to the development of the Behavioural Insights model, with a specific focus on Public Health programmes.
3. Develop and maintain constructive relationships with a broad range of internal and external stakeholders. In particular, this role will be required to develop and maintain a strong link and regular engagement with colleagues from internal communications team.
4. Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice as appropriate.
5. Contribute to the development and implementation of plans in relation to public health strategic priorities of up to three years, taking a lead for specific projects.
6. Provide co-ordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested.

Grade J

1. Contribute towards developing analytical and research techniques / methodologies that allows the council to make appropriate commissioning, priority setting and resource decisions that overall contributes to delivering priority objectives.
2. Contribute towards developing analytical and research techniques / methodologies, including Behavioural Insights, that allows the council to



make appropriate commissioning, priority setting and resource decisions that overall contributes to delivering priority objectives.

3. Deliver engagement sessions in support of the Engagement and Insight Officer, particularly focused on engagement related to Public Health.
4. Support the development of internal and external communications where required by ensuring accurate, open and clear communication and engagement with a range of stakeholders using a variety of communication channels including digital.
5. Communicate information, risks, issues and dependencies, including briefings and reports to senior team members, commissioned services and other internal and external team members or partners.
6. Work with members of the team and key stakeholders to investigate the causes of any variance from plan/delivery targets and contribute to the implementation of solutions.
7. Support the targeting of resources, monitoring, implementation, evaluation and delivery of plans and key priorities by providing high quality information and analysis to ensure value for money and delivered on time.
8. Provide relevant and timely specialist advice and guidance on functional and information matters in relation to public health key priorities.

Grade K

1. Develop Behavioural Insight projects, including research, planning, engagement with community members and residents, and implementing Behavioural Insight techniques.
2. Present complex analytical reports to a range of audiences, including Executive Directors, Elected Members, and specific Council and partnership boards.
3. Provide high level advice and support to senior officers and Elected Members in relation to complex intelligence reports.



4. Provide all necessary data required for needs and assets assessments to inform strategic and operational planning and commissioning decisions.
5. Lead on specific team/ service projects and work of high complexity and risk, ensuring expectations and deadlines are met and work is produced to the highest standards. This will include co-ordinating the work of other officers.
6. To undertake any other duties as may reasonably be allocated to the post holder commensurate with the grading and responsibilities of the post.
7. Responsible for the preparation of a wide range of contentious and complex information to support key public health priorities including – briefings, reports, action plans, presentations and promotional resources to a variety of stakeholders as directed by senior managers.
8. Provide relevant and timely specialist advice and guidance on functional and information matters in relation to public health key priorities. This includes producing and updating information and ensuring consistency of public health priorities/key messages, including information on corporate websites, social media platforms and other systems that promote access to public health related information.
9. Support implementation of strategic modernisation / service improvement, public health, workforce or commissioning strategies and any associated action plans, in accordance with the agreed priorities of the team.
10. Contribute to the information management of performance, taking a lead for specific projects in relation to identified public health priorities. Including developing campaign action plans, identifying and monitoring associated risks and issues and contributing towards the proactive resolution and escalation processes as appropriate.
11. Contribute to commissioning and procurement of goods and services, as required.

Health and Safety

1. To use equipment as instructed and trained.



2. To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
2. Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
3. 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.

Special Conditions

Normal hours of work will be 36 per week, but the post holder may be required to attend meetings outside normal office hours in line with the requirements of the service and in line with Council Policy.