

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Projects and Partnerships Officer**

**Vacancy ID: 011203**

Salary: £24,799.00 - £26,317.00 Annually

Closing Date: 16/08/2020

### **Benefits & Grade**

Grade I

### **Contract Details**

Temporary until 31/03/2021

If applying on a secondment basis, you must seek prior approval from your manager.

### **Contract Hours**

37 hours per week

### **Job Description**

We are seeking an enthusiastic and highly motivated individual to work in our Public Health Team.

You will have knowledge and experience in a Public Health related field, possess some project management experience, excellent interpersonal skills and experience working with vulnerable groups, the VCSE and private sector.

The post holder will support the planning, commissioning, development, implementation and evaluation of Public Health programmes across the life course.

The post holder will build strong relationships across internal and external partners, to help improve health and wellbeing outcomes and reduce inequalities.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact James O'Donnell, Public Health Intelligence Specialist, on 07826897373.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



**Stockton-on-Tees**  
BOROUGH COUNCIL

## **JOB DESCRIPTION**

**Directorate: Adults and Health**

**Service Area: Public Health**

**JOB TITLE: Projects and Partnerships Officer**

**GRADE: I**

**REPORTING TO: Public Health Intelligence Specialist**

**1. JOB SUMMARY:**

The Project and Partnership Officer will support the planning, commissioning, development, implementation and evaluation of Public Health Programmes in Stockton-on-Tees as part of the Public Health Work programme, which is informed by the Joint Strategic Needs Assessment and the Stockton-on-Tees Health and Wellbeing Strategy.

The post holder will work on an agreed work programme linked to the relevant key national and local strategies and documents.

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

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| 1. | To support the work of the public health team with a focus on health inequalities.   |
| 2. | To use community asset based approaches to improve the health and wellbeing of local communities.  |
| 3. | To offer evidence based public health support and guidance to key stakeholders.  |
| 4. | To facilitate the cooperation and joint working with a wide range of statutory, voluntary and community organisations to improve the health of local communities and those most at risk. |
| 5. | To build strong relationships with health services to enhance partnerships, performance and outcomes, to improve health and wellbeing and reducing health inequalities.                  |
| 6. | To work in partnership with stakeholders to develop population and evidence based interventions that address population needs.   |
| 7. | To support the local development, implementation and monitoring of topic-based work plans.   |

8.	<p>To support and contribute to the development and delivery of local programmes and services by:</p> <ul style="list-style-type: none"> <li>• facilitating, leading and coordinating specific projects</li> <li>• supporting the commissioning and procurement processes</li> <li>• support continuous service development, quality improvement and delivery, in-line with the evidence base</li> <li>• supporting organisations in actively participating in programmes</li> <li>• facilitating partnership working within SBC departments and with external organisations.</li> </ul>
9.	To contribute to tackling inequalities in health through promoting and supporting local partnerships and communities; and facilitating and supporting service user engagement in health improvement, particularly with the voluntary, community and social enterprise sector.
10.	To support the wider development of public health capacity building and workforce development, promoting awareness of the key public health issues.
11.	To support public health joint working and collaboration across Stockton-on-Tees Borough Council on joint pieces of public health work.
12.	To use evidence-based public health knowledge and best practice to develop and implement public health interventions and contribute to service reviews and evaluations.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated      01.07.2020**



## PERSON SPECIFICATION

Job Title/Grade	<b>Projects and Partnerships Officer</b>	<b>I</b>
Directorate / Service Area	<b>Adults and Health</b>	<b>Public Health</b>
Post Ref:	<b>POS007132 / POS004941</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Educated to Graduate level in a relevant subject area or the equivalent level of knowledge gained from demonstrable relevant work related experience.		Application form
Experience	<p>Interest in public health</p> <p>Some experience in a Public Health field</p> <p>Some knowledge of Public Health policy,</p> <p>Some experience of project implementation, management and evaluation</p>	<p>Experience of working with disadvantaged communities/ vulnerable groups</p> <p>Experience of implementing evidence based approaches in a related field</p> <p>Experience of translating policy into local practice</p> <p>Experience of partnership working in a public health related field</p>	Application / Interview

		Experience of working with the Voluntary, Community and Social Enterprise Sector and private sector	
Knowledge & Skills	<p>Excellent interpersonal and influencing skills and ability to adapt them across all disciplines and levels of staff</p> <p>Excellent organisational and time management skills and ability to produce work of high quality to tight timescales</p> <p>Ability to work within and across teams as well as the ability to prioritise own workload and work on own initiative</p>	Ability to communicate evidence based practice to a range of professionals	Application/ Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements			

**Person Specification dated 01.07.2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is



the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.