



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 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.

Project and Partnership Officer

Vacancy ID: 010413

Salary: £24,799 - £26,317 Annually

Closing Date: 15/09/2019

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

04/10/2019

Job Description

We are seeking an enthusiastic and highly motivated graduate 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 with a focus on workplace health.

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

The post is a developmental role, with the expectation of building and enhancing Public Health experience, knowledge and skills and offers the opportunity of undertaking a funded Masters in Public Health and to work towards practitioner registration whilst in post.


An online application form and further information is available from 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 Mandy MacKinnon, Strategic Health and Wellbeing Manager, on 01642 528478.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email 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: Project and Partnership Officer			
GRADE: I			
REPORTING TO: Strategic Health and Wellbeing Manager			
1.	<p>JOB SUMMARY:</p> <p>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 Health and Wellbeing Strategy.</p> <p>The post is a developmental role, with expectation of building and enhancing Public Health experience, knowledge and skills in Stockton through both service work and through professional development. The post holder will work on an agreed work programme linked to the relevant key national and local strategies and documents and be expected to work towards public health practitioner registration.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1.	To support the work of the public health team with a focus on creating healthy places and communities and offering early intervention and support,		
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 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"> • Facilitating, leading and coordinating specific projects • supporting commissioning and procurement processes • supporting continuous service development, quality improvement and delivery in-line with the evidence base • facilitating and supporting recruitment of organisations into programmes • supporting organisations in actively participating in programmes • facilitating partnership working within SBC departments and with external organisations 		
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 and how to signpost to local services to support the rollout of Making Every Contact Count
	11	To support Public Health joint working and collaboration across Stockton Borough Council on joint pieces of Public Health work and in their work with local businesses
	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
	13	To work towards public health practitioner registration
	14	To undertake such further personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	15	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements
	16	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	17	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.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade I using the NJC Job Evaluation scheme as adopted by Stockton 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 13.08.2019



PERSON SPECIFICATION

Job Title/Grade	Project and Partnership Officer	I
Directorate / Service Area	Adults and Health	Public Health
Post Ref:	POS007132	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to Graduate level in a relevant subject area	A relevant Public Health qualification at practitioner level e.g. Certificate, Diploma or Master in Public Health	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>Experience of project implementation, management and evaluation</p> <p>Experience of working with disadvantaged communities/ vulnerable groups</p> <p>Experience of working with the Voluntary, Community and Social Enterprise Sector and private sector</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
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>	Ability to communicate evidence based practice to a range of professionals	Application/ Interview

	Ability to work within and across teams as well as the ability to prioritise own workload and work on own initiative		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements			

Person Specification dated 13.08.2019

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.