|  |
| --- |
| **Job Description** |
| **Post title** | Wellbeing Approach Programme Manager |
| **JE Reference No** | N10487 |
| **Grade** | 12 |
| **Service** | Transformations & Partnerships |
| **Service Area** | Partnerships & Community Engagement |
| **Reporting to** | Partnerships & Consultation Team Manager |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The Wellbeing Approach Programme Manager will play a key role in supporting the successful integration of the Approach to Wellbeing across the County Durham Partnership.

The post holder will support some key areas of work relating to the development and implementation of the Wellbeing Approach, supporting the Director of Public Health and ensuring that progress is monitored and reported on appropriately to the Wellbeing Programme Board, the Prevention Steering Group and teams across the Council and Partnerships.

The post holder will require good analytical, communication, programme management and problem solving skills to facilitate the integration of the Wellbeing Approach, along with good report writing skills to ensure clear and timely dissemination of information to key fora as well as other partners.

|  |
| --- |
| **Duties and responsibilities** |

1. **You will support the DPH in their role as chair of the Wellbeing Programme Board. This will include:**

* Supporting the general running of the Programme Board ensuring that meetings are timetabled and agendas and papers are prepared and disseminated in a timely manner.
* Following up actions arising from the Programme Board and Prevention Steering Group, with the chairs and members of the wellbeing sub-groups.
* Preparing and presenting progress reports on behalf of the Wellbeing Programme Board for presentation to the Prevention Steering Group.
* Preparing and presenting reports and presentations for the Wellbeing Programme Board to present at a range of fora.
* Advising on any risks or areas of concern within your own area of work or relating to the wellbeing programme and supporting the Wellbeing Programme Board in resolving these.
* Supporting the Wellbeing Programme Board in the allocation and monitoring of any funding that is allocated in relation to the wellbeing programme.
* Working with colleagues, both within Durham County Council and across wider partnerships, in the development of the wellbeing programme and its alignment with other public health and wellbeing programmes.
1. **You will be responsible for developing and maintaining a wellbeing action plan according to the Wellbeing PID. This will include:**
* Monitoring adherence to the Wellbeing PID, making amendments, as appropriate, to any content and timetabled actions.
* Developing an overarching wellbeing action plan (and Gantt charts where appropriate) to summarise all activities relating to wellbeing across the Partnership Boards.
* Working with the chairs of the wellbeing subgroups and contributing to the development and monitoring of their individual action plans.
* Collating and processing data to monitor implementation of the Wellbeing Approach.
* Working with Strategy colleagues, ensuring the production of high quality performance data reports linked to the implementation of the Wellbeing Approach.
* Proposing changes within own area of work to improve existing systems in terms of quality, timeliness and reliability of data.
* Supporting surveys and audits through the provision of data.
* Supporting evidence reviews in relation to the Wellbeing programmes.
* Supporting the production of timely and accurate statistics and reports for a range of key stakeholders.
1. **You will engage with a range of key stakeholders to ensure the smooth running of all wellbeing programmes, flagging up problems, ensuring that key messages are shared and that the use of the Wellbeing Approach is actively and positively promoted and used. This will include:**
* Supporting the co-ordination of key wellbeing work streams across DCC, partner organisations and the public health team.
* Developing and maintaining a database of key contacts and stakeholders relating to the Wellbeing Approach.
* Developing strong relationships with stakeholders including key members of the wellbeing sub groups, VCS leads and community champions involved in developing and implementing the Wellbeing Approach.
* Engaging key stakeholders and providers; actively promoting uptake and application of the Wellbeing Principles in cross sectoral work across County Durham.
* Working with colleagues and partners in Area Action Partnerships to build on and develop strong community engagement activities in support of the Wellbeing Approach.
* Working with the chairs of the wellbeing subgroups, and where appropriate, supporting the implementation of key actions from those groups.
* Supporting the wellbeing sub groups in engaging and working with communities, working across the groups to ensure information is shared in a timely way and acted on accordingly across the whole of the Wellbeing Programme.
* Encouraging the use of the wellbeing approach in the day to day work of partners, supporting any audits of activities or services against wellbeing principles.
* Support the development and use of any tools, questionnaires and surveys relating to the implementation of the Wellbeing Approach by partner organisations.
* Acting as an advocate for the Wellbeing Approach and supporting reflective activities amongst partners on the benefits of community engagement and the devolution of power.
* Working with the Director of Public Health and DCC colleagues to support the integration of the wellbeing approach in the development of any new policies and strategies.
* Supporting the development and writing up of case studies relating to the use of the wellbeing approach.
1. **You will support the ongoing development and refinement of the Wellbeing Approach including monitoring of outcome measures and feedback from communities and partners on the use of the Approach. This will include:**
* Working with colleagues in Performance and Public Health Intelligence to support the development and use of longer term outcome measures for the Wellbeing Approach.
* Collating feedback on the use of the Wellbeing Approach from partners and communities and making recommendations to the Director of Public Health and the Programme Board relating to any changes required in the use of the model and its content.
* Advising the DPH on feedback arising from implementation of the Wellbeing Approach and that may be pertinent to the work of partner organisations, commissioners, County Durham Partnerships, or client pathways.
* Contributing to the development of data sets and information processes, and where appropriate communicate with key stakeholders and senior team members to ensure data collected reflects their information needs.
* Liaising closely with commissioners and others in DCC to ensure performance indicators are reported on where appropriate.
* Supporting activities that are put in place to evaluate the impact of the Wellbeing Approach in County Durham.
1. **You will work, store and transmit data in accordance with data protection, Caldicott Guardian, freedom of information systems and confidentiality principles.**

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person Specification – Wellbeing Approach Programme Manager (Grade 12) |
|  | Essential | Desirable |
| Qualifications | * Degree or demonstration of equivalent experience in health or social care.
 | * Qualification in project and/or programme management.
 |
| Experience | * Experience of work in the fields of wellbeing or health improvement, acquired through training, courses and experience
* Experience of collection and input of data and writing reports
* Experience in co-ordinating key programmes of work across teams
* Experience of performance monitoring and management
* Experience of multi-agency working
* Experience of working with local agencies, services and communities
* Experience of helping partners to identify and agree common goals and put in place shared improvement plans
* Experience of effectively communicating with a variety of individuals including volunteers and community groups
* Evidence of continuing professional development
* Experience of negotiating with, influencing and advising senior officers and politicians in a partnership context
* Experience of working with partners, responding to challenge and being able to challenge and influence constructively.
 | * Experience of working with data bases
* Experience of information analysis to inform planning and review
 |
| Skills & Knowledge | * Skills in project management
* Excellent IT skills particularly Word, PowerPoint and Excel
* Ability to maintain monitoring records and produce analytical reports as and when required
* Knowledge of local health needs and priorities
* Knowledge of national strategies relating to behaviour change / health and wellbeing
* Knowledge about local communities
* Knowledge of key health messages and benefits of community engagement
* Good self-management, organisational skills and sound report writing skills, demonstrating a capacity to produce high quality written reports and briefing papers
* Excellent communication and interpersonal skills
* Excellent presentation, written and verbal skills
 |  |
| Personal Qualities | * Able to work on own initiative and as a member of a team
* Able to organise workload, prioritise competing demands and work to tight deadlines
* Able to maintain confidentiality and security
* Able to engage and motivate a wide range of colleagues
* Flexible approach to work
* Committed to the principles of equality and diversity
* Willingness to work flexible hours (including weekends and evenings) and be adaptable
* Full current driving licence and able to meet the travel needs of the post
 |   |