


<b>Profile Title:</b>	Public Health Support Officer	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Public Health Senior Practitioner				
<b>Employee Management:</b>	None	<b>Grade:</b>	5	<b>Profile Ref:</b>	128379
<b>Purpose of the Post</b>					
To develop, coordinate and deliver an innovative, effective and efficient public health projects. Devise strategies for target groups in order to contribute towards reducing health inequalities, deliver interventions to address vulnerable user groups. Provide relief cover for the community testing service.					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>Devise, produce and deliver projects to a variety of audiences and all age ranges to include identification and procurement of research, local and national intelligence</li> <li>Ensure that all programmes carried out are relevant to the target audience and geared to meet local need</li> <li>Work with other members of the team to coordinate activities and manage delivery of the Covid-19 Support Service.</li> <li>Evaluate education and training programmes and provide reports.</li> <li>Work alongside partner organisations to promote and deliver interventions to improve public health</li> <li>Liaise with partners to arrange the delivery of relevant education programmes and training.</li> <li>Maintain knowledge of local area including health, services and population information</li> <li>Attend meetings with partner organisations and within the Council to ensure a consistent approach to public health is adopted including the development of awareness programmes, policies and strategies.</li> <li>Maintain accurate records</li> <li>Keep abreast of local and national developments to enhance the service and maintain an awareness of good working practices regarding Covid-19 and wider public health.</li> <li>Ability to adapt service delivery in order to accommodate individual special requirements, such as cultural, learning or disability needs</li> <li>Carry out risk assessments to ensure the safe delivery of the service and adhere to safe working practices and legislation including health and safety and relevant regulations.</li> <li>Liaise with internal and external stakeholders including families, health, education, communications and other interested parties to ensure good working relationships.</li> <li>Produce and distribute information and respond to enquiries and requests for service in a helpful and constructive manner.</li> <li>Undertake any other duties commensurate with the role as requested by management.</li> </ul>					
<b>Education and Training</b>					
					Measure
					Rank
• Level 2 qualification					A/C
• Health / community qualification					E
					D

Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> <li>Experience of dealing with multi agency partnerships</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Recent experience of working with members of the public.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Experience of providing advice and guidance to managers, staff, councillors and other stakeholders</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Experience of producing reports and /or presentations to a range of audiences</li> </ul>	A/I	D
<ul style="list-style-type: none"> <li>Recent experience of working in local government / NHS</li> </ul>	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> <li>Working knowledge of Microsoft applications.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Knowledge of public health initiatives</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Awareness of local strategies to improve health and wellbeing</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Knowledge of COVID 19 strategies (local and national)</li> </ul>	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills with the ability to deal with a variety of internal and external stakeholders.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality and observe GDPR</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Excellent organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Able to organise and prioritise a challenging workload, working accurately to deadlines and carrying out tasks in a methodical manner.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to produce quality documentation including reports and emails</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Excellent numerical skills with the ability to monitor cost/spend against budgets.</li> </ul>	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Work in accordance with the council's vision, priorities, values and behaviours.</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Ability to undertake any travel in connection with the post</li> </ul>	A/I	E