**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Project Lead  |
| **Job Reference** | 20257 |
| **Grade and Salary** | 6 – £40,777 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Pillar 1, Public Health and Communities  |
| **Location** | Endeavour House, 8 Russell Road, Ipswich, IP1 2BX - Hybrid |
| **Hours per week** | 37  |
| **Status** | **Fixed Term or Secondment up to 12 months (maternity cover)** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

The Public Health and Communities (PH&C) directorate plays an important role in improving health and wellbeing outcomes across Suffolk through our mission of “Working in partnership to build the foundations for Healthy People, Healthy Places and Healthy Futures, and safer, stronger, more resilient communities in Suffolk”.

To deliver on our mission we have set out five core ambitions over the next 5 years including Starting Well, Being Well in Mid-life, Aging Well, Our Health and Climate Change and Closing the Inequality Gap, which you will play a key role in delivering. How we work is as important as what we do – our key principles include:
• building on individual and community strengths
• promoting equality, diversity and inclusion
• working to improve the health of people and of the planet in all that we do
• targeting equality in outcomes, recognising that people with greater needs may need greater support to achieve equal outcomes
• taking a place-based approach
• using data, evidence and intelligence to inform our work.
• Being flexible and innovative.

PH&C has a wide range of levers to improve outcomes through system leadership, influencing the work of partners and the delivery of key responsibilities such as community infrastructure, health improvement including mandated public health services, creative health and Libraries, supporting and influencing the work of the NHS, Community Safety, improvements in the wider determinants of health and a collaborative leadership in data and intelligence. The Directorate works as part of a wider integrated system alongside other Suffolk County Council directorates, Local Communities, District and Boroughs, Health and Care partners, voluntary sector, private sector to improve outcomes through collaborative efforts, building on collective strengths

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| **Main purpose of the job** |

Public Health & Communities Directorate is made up of four functions that contribute to achieving ‘Our Ambitions, our future’:

1. Communities, Place Making & Inclusion
2. Children & Families, Sexual and Reproductive Health and Health Protection
3. Working Age and Older People
4. Knowledge, Intelligence & Evidence, Business Contracts and Finance

Roles across the Directorate will be flexible to meet the changing demands of our communities, resources and statutory requirements.

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| **Typical responsibilities of a role at this level** |

* Influence the organisation and wider Suffolk System to change and improve and consider how they can flex to meet local needs.
* Engage with public sector partners to ensure that wherever possible we are taking a ‘Suffolk system’ approach which is in the best interests of the local residents;
* Support the Council and the wider Suffolk System through questioning performance and delivery of outcomes, helping towards a whole systems approach to making best use of resources.
* Support and facilitate the relationship between the delivery of the local response of the Council and the interdependent transformation programmes of other directorates.
* Facilitate relationships with key operational officers from within County Council directorates;
* Represent the County Council in partnerships, initiatives, and activities, as required.
* Support the provision of information and reports to relevant Elected Members as required
* Ensure that due regard is paid to the County Councils responsibility to promote equality, reduce inequalities and to eliminate discrimination.
* Ability to negotiate contracts with internal and external partners.
* Budget management.
* Ability to read, interpret then implement information from procedure and guidance manuals
* Ability to write technically detailed reports and the ability to write in Plain English for project or programme evaluation.
* Ability to analyse and present complex data in a concise, easily understandable format
* Identify issues and suggest improvements so that programme outcomes are delivered
* To role model behaviours set out in the corporate competency framework in line with the WE ASPIRE values.
* Work with the Knowledge and Intelligence function to ensure evidence led approach which incorporates local and service intelligence alongside data to inform priorities and local activity.
* To communicate and promote the County Council and Public Health and Communities vision, values, objectives and priorities both internally and externally.

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| **About the team**  |

The Public Health and Communities (PH&C) directorate in Suffolk County Council has a mission to ‘work in partnership to build the foundations for Heathy People, Healthy Places and Healthy Futures, and safer, stronger, more resilient communities in Suffolk’. We want a Suffolk which promotes and supports the health and wellbeing of all people and all ages, ensuring economic opportunities benefit everyone, so that no one is left behind; tackling the inequalities that exist and supporting those with greatest need.

PH&C has a wide-range of levers to improve outcomes through its responsibilities for Community Infrastructure, Health Improvement, Health Care Public Health, Community Safety, Health protection and Data and Intelligence.

The Directorate works as part of a wider Suffolk system alongside other Suffolk County Council directorates, Local Communities, District and Boroughs, Health and Care partners, voluntary sector & private sector to improve outcomes through collaborative efforts; building on collective strengths.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Line management of the Local Welfare Assistance Scheme (LWAS) team and Project Co-ordinator
* Oversight and decision making with LWAS applications
* Dissemination of guidance relating to Household Support Fund (HSF) and its associated conditions
* Gathering data and using that to inform returns to central government for the HSF
* Reporting and evaluation of the HSF and its impact
* Drafting of grant agreements
* Collaborate and liaising with key stakeholders and partners
* Build and maintain relationships with stakeholders and partners
* Support line management across workstreams such as wider Collaborative Communities Board and Health and Wellbeing Board functions
* Budget management and oversight of the HSF and other funding pots
* Review and dissemination of government guidance
* Presenting data to wider teams and in meetings specific to HSF/LWAS
* Fluidity in working across the Collaborative Communities Board and Health and Wellbeing Board.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable professional qualification at degree level or equivalent experience in a relevant area of work.
2. Professional qualifications/registration as appropriate to the role.
3. Evidence of continuing professional development.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our **[WE ASPIRE](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002)** values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Experience of public health theory and practice and using evidence-based approaches
2. Specialist knowledge and understanding of legislation, policy and best practice which relates to area of operation
3. Technically proficient at identifying suitable information sources to support evidence-based working, using research to inform policy and practice
4. Excellent analytical skills to obtain and analyse complex information needed for decision making, and the ability to advise and negotiate with others to support this decision
5. An understanding of strategy development and how to contribute to this process.
6. Track record of effective networking, negotiating, persuading and advocacy skills
7. Excellent interpersonal and written communication skills, adaptable to present complex information, data, and concepts (including health outcomes, inequalities, and life expectancy) to a diversity of audiences using differing appropriate methods
8. Highly developed project management skills, with proven experience of simultaneously managing a range of successful projects which improve outcomes for the people of Suffolk, from inception to completion with comprehensive evaluation
9. Experience of working with a range of partners, organisations, and systems, to build and maintain excellent working relationships across the Suffolk system and to plan and implement initiatives that share priorities
10. Confident in influencing, negotiating, and leadership skills, with proven involvement in delivering successful health, education and/or social care initiatives through partner collaboration
11. Highly effective facilitation skills for wider stakeholder working to ensure objectives are met
12. Experience of working effectively in a political environment
13. Ability to adapt to change, manage uncertainty and solve problems within unpredictable environments and changing priorities

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| **Travel requirements** |

* **Infrequent Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.