

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Healthy Communities Lead Officer	<b>Grade:</b>	GG510	<b>Job Code:</b>	LCC811
<b>Service/Team:</b>	People and Policy / Policy and Performance	<b>Role Type:</b> *Delete as appropriate	HYBRID	<b>Reports to:</b> *Title & LCC Code	Strategic Policy and Partnerships Manager LCC558
<b>Line Manages:</b>	2x Community Impact Officer				

### Job Overview

#### Overview

The role will lead the strategic development and delivery of outcomes to achieve the councils' ambitions for a Healthy and Happy Community. This will be an essential part of a wider strategic programme to deliver the Council Plan 2024-2027.

The role will oversee key areas of responsibility including;

- Integrate a health and community outcomes principle across all aspects of the Council Plan and council services
- Develop a delivery model to achieve health outcomes and establish effective KPIs for health and community services and strategic projects
- Work with external stakeholders in the health and VCSE sectors to deliver a place-based approach to health and community well-being
- Develop resident engagement and community conversations to support policy development and communication with residents
- Develop and continuously review the council's strategic plan for Healthy and Happy Communities
- Line Management responsibility for Community Impact Officers delivering Community Health funding including, HAF and HSF

### Direct Responsibilities

#### **Internal co-ordination and delivery of Health and Community Outcomes**

1. Work with internal officers and cabinet members to align internal services for population health and community impact
2. Review existing KPI's and develop new effective models to deliver and evidence a diversity of health and community outcomes
3. Support the implementation of existing initiatives whilst identifying new opportunities
4. Work with Projects and Performance colleagues to measure the impact of corporate delivery of strategic projects aligned to health and community
5. Establish clear reporting and metrics for health and community

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### Place Based Partnerships

6. Attend and develop external health and community partnerships, networks and forums – this may include chairing responsibilities for partnership forums
7. Represent the council at health and place-based partnerships in Lancaster including the Health and Well-Being Partnership and Integrated Care Communities. Identifying opportunities for collaboration and developing the councils' ambitions for Healthy and Happy Communities.
8. Act as the lead officer to add value and shape place-based policy and strategy across the district relating to health and community well-being
9. Support the delivery of Health Funding Programmes both strategically and operationally and with partners in the health and the VCSE sector as well as Lancashire County Council Adult Social Care
10. Ensure that information and opportunities from place-based partnerships are communicated with the Strategic Policy and partnerships team to influence organisational support and delivery of policy and initiatives
11. Work with stakeholders to identify funding opportunities and funding bids for community health and well-being
12. Continue to grow the council's culture and application of partnership working with the third sector and health partners including the NHS

### Strategy and Policy

13. Establish a data led and community insight approach to policy making and service delivery for community and health outcomes
14. Research emerging health policy to initiate a range of health and community engagement initiatives
15. Evolve the council's prevention strategy for Health applying a co-design approach with stakeholders
16. Work with partners and internal officers to utilise data to ensure emerging strategy is based in place-based intelligence and rationale
17. Work closely with the Strategic Policy and Partnerships Manager to implement diverse strategy, policy and partnerships ensuring health outcomes are considered
18. Support the development of a Community Engagement strategy, co-designing with key partners and stakeholders and colleagues
19. Work with Community Impact officers to deliver community engagement, connection and development taking a targeted and strategic approach to investing in the district's priority wards
20. Apply a Community Development and Asset-Based Community Development (ABCD) approach to community engagement and health
21. Work the Strategic Policy and Partnerships Manager to brief and inform cabinet portfolio holders on emerging initiatives

### Primary Measurable Objectives

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- Complete a thorough internal assessment of the council's delivery of health prevention and early intervention.
- Work with strategic partners to develop and implement a place based and multi stakeholder approach to delivering community health outcomes and reducing health inequalities in the district.
- Improve the use of data and digital platforms for policy making and engagement
- Establish new administration systems to record, plan and measure outcomes – both strategic and operational
- Support the delivery of Health Funding both strategically and operationally and with partners in the health and the VCSE sector. Ensure all administration duties are fulfilled including reports funding impacts and submitting reports to funding bodies.
- Develop an appropriate strategic plan for the Councils ambitions for a Healthy and Happy Community

### **Staff Management Responsibilities**

Staff Management Responsibilities for x2 Community Impact Officers.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	Degree in associated subject area	Health, youth work and or community development qualifications	App Form, Interview, Certificate
<b>Experience</b>	<p>Experience of the Health Sector, Health Policy and Health Promotion</p> <p>Experience of Health funding and delivery of community health outcomes</p> <p>Experience of data and information analysis</p> <p>Experience of engagement with multi agency organisations such as businesses, third and public sector organisations</p>	<p>Experience of grant claims and health funding</p> <p>Experience of evidence checks relating to grant claims</p> <p>Understanding of financial processes and audits</p> <p>Experience in using the Civica financials platform</p> <p>Experience of project management and project co-ordination</p>	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Self starter and 'Can Do Attitude'</p> <p>Punctuality</p> <p>Knowledge and skills relating to Excel spreadsheets</p> <p>An understanding of Asset Based Community Development</p>		App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	<p>Team player with good communication skills</p> <p>Ability to engage with colleagues and external organisations</p> <p>Professional and diligent</p>		App Form, Interview
<b>Special Requirements/Other</b>	N/A		App Form, Interview
<b>Additional information</b>			

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### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	

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