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**JOB DESCRIPTION**

**SECTION 1 – JOB DETAILS**

**Job title:** Evidence and Information Officer

**Reports to:** Health and Wellbeing Manager

**Responsible to:** Chief Executive

**Purpose of job:** To assist Belfast Healthy Cities achieve its vision and deliver its strategic objectives through building an evidence base on the core themes of the WHO European Healthy Cities Network together with socio-demographic profiles of the population to facilitate the creation of equitable, sustainable and healthy cities, places and communities, and through contributing to communicating the evidence base to partners and stakeholders.

**Grade:** Agenda for Change grade 5, points 16-19

£21,388 - £23, 825 pro rata

Appointment will be made at a grade commensurate with experience

**Location:** Belfast Healthy Cities Office,

Third Floor, Gordon House, 22-24 Lombard Street

Belfast, BT1 1RD

**Type of contract:** Part time 21 hours per week, fixed term to March 2017

Office hours are 9am-5pm.

**SECTION 2 – CONTEXT OF ROLE**

The city of Belfast has been a leading member of the World Health Organization (WHO) European Healthy Cities Network throughout its six Phases since establishment in 1987. As a WHO Healthy City, Belfast has successfully implemented the WHO requirements for designated cities within the local policy context, and has pioneered concepts including health equity, healthy urban environments and health in all policies. The overarching theme of Phase VI (2014-2018) of the WHO European Healthy Cities Network is supporting the implementation of the WHO Europe public health policy Health 2020. Key themes, and currently Belfast Healthy Cities’ core themes, are The life course approach and empowering people; Tackling the major public health challenges in the European Region; Strengthening people centred health systems and public health capacity, and Creating resilient communities and supportive environments. The core role of Belfast Healthy Cities is to provide a platform for intersectoral collaboration, and to support the city to deliver on WHO requirements through collating and sharing evidence, building capacity and sharing learning from across the Network and introducing innovative concepts, models and ways of working.

**SECTION 3 – SUMMARY OF ROLE**

This role focuses on supporting Belfast Healthy Cities to strengthen, develop and share a strong evidence base on the core themes of the World Health Organization (WHO) European Healthy Cities Network (2014-18). A key element is the sourcing, collation, critical appraisal and synthesis of evidence relevant to core themes and programmes and distilling of evidence into formats appropriate for policy and decision makers. Sourcing, collation and analysis of statistical information to assist project development and delivery will also be part of the remit for this post, alongside contributing to dissemination of information. The post holder will play a key role in supporting the effective delivery of the strategic action plan and contributing to Belfast Healthy Cities’ reputation as a leading source of reliable information on population health, health inequalities and healthy places and environments.

The role has a number of central aims:

1. To support the development and promotion of the evidence base on the core themes of the World Health Organization (WHO) European Healthy Cities Network (2014-18).
2. To source, collate, critically appraise, synthesise and present scientific and policy based evidence and statistical information in formats appropriate for and accessible to policy and decision makers
3. To support the development and delivery of projects through contributing timely, relevant and clear evidence
4. To support the identification of policy issues and innovative solutions through keeping up-to-date with evidence and statistical data relevant to Belfast Healthy Cities’ core themes
5. To assist in the visualisation and dissemination of evidence and information as part of Belfast Healthy Cities’ wider communication strategy

**SECTION 4 - PRINCIPAL RESPONSIBILITIES**

The post holder will be responsible to the Health and Wellbeing Manager and will have responsibility, with appropriate guidance, for the following:

**Evidence**

* Undertake critical reviews of the scientific and grey literature to support the development and delivery of projects within Belfast Healthy Cities’ strategic Phase VI (2014-18) framework
* Producing evidence based briefings and other evidence materials to support the dissemination of the evidence base in formats appropriate for senior level policy and decision makers
* Producing statistical profiles through interrogating statistical and other existing information resources to support the development and delivery of projects and policy positions and to assist in identifying emerging trends and issues
* Assisting in identifying examples of good practice to inform the development of innovative programmes and approaches relevant to Belfast Healthy Cities’ core themes
* Keeping up-to-date with the scientific evidence relevant to Belfast Healthy Cities’ core themes and provide prompt critiques to assist the organisation in developing innovative practice and timely sharing of evidence
* Supporting drafting of quantitative and qualitative tools for data collection, as and when required

**Information**

* Develop presentations, slide shows and evidence summaries to support the senior management team in developing and promoting programmes
* Develop key messages for sharing through Belfast Healthy Cities’ public communications, including social media and online communications
* Assist in the visualisation of key messages for dissemination, eg. using diagrams, infographics and similar tools
* Support staff in developing effective approaches to presentation of evidence and information
* Contribute to the development and promotion of an evidence resource on Belfast Healthy Cities’ website
* Contribute to the promotion of Belfast Healthy Cities’ messages and initiatives to external stakeholders as part of the organisation’s wider communication strategy

**General**

* Be proactive and continuously update knowledge and skills through engagement with relevant networks and monitoring of the emerging evidence base practice
* As and when required, represent the organisation in a way which will enhance and maintain the reputation and public profile of Belfast Healthy Cities
* Ensure work is produced within agreed timescales, presented to a high standard and in an easily understood format
* Contribute to organising capacity building events and seminars
* Contribute to the working arrangements within a small team and undertake such additional duties as may be required from time to time

**SECTION 5 - PERSONNEL SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Educated to postgraduate degree level in a relevant discipline | Qualification demonstrating competence in sourcing and critiquing scientific evidence and statistical data |
| **Experience and knowledge** | Demonstrated experience of the following:  Producing accessible and accurate evidence briefings, statistical profiles and other evidence materials  Sourcing, collating, critically appraising and synthesising evidence on complex issues and drawing appropriate conclusions and recommendations  Experience of interrogating statistical information resources and creating statistical profiles | Experience of developing evidence based materials and disseminating these to stakeholders in a paid or voluntary role  Demonstrated experience of using SPSS or similar quantitative analysis software to analyse data and using findings to produce reports and reviews  Experience of undertaking research into complex policy issues  Experience of qualitative research methods engaging directly with target groups  Knowledge of the social determinants of health and an understanding of the population health and demography in Northern Ireland  Knowledge and experience of influencing policy and/or advocacy work  Knowledge and understanding of the workings of the governance structures in Northern Ireland |
| **Skills and aptitudes** | Demonstrated ability in the following areas:  Capacity for critical, analytical and independent thinking  Ability to source, critically appraise and synthesise scientific evidence and distil into accessible formats  Ability to source and interpret primary and secondary data  Strong numeracy skills  Ability to produce high quality written work accessible to a non expert audience  Ability to use information technology, including use of PowerPoint or similar presentation software  Understanding of how sound evidence contributes to policy making and implementation  Excellent communication and team working skills  Ability to work on own initiative  Ability to prioritise workload, progress differing tasks simultaneously and meet deadlines | Knowledge and experience of producing infographics or similar formats to enhance visual presentation  Knowledge and experience of generating accessible content for online media, including social media |
| **Values and approach** | Commitment to collaborative working across a range of sectors and within a small team  Commitment to the ethos of Belfast Healthy Cities |  |
| **Circumstances** | Open, creative and flexible approach to work; agreed working pattern may require short term changes from time to time.  The post may require occasional evening or weekend work and travel. |  |