

JOB DESCRIPTION

SECTION 1 – Job Details

Job title: Healthy Cities Programme Officer

Reports to: Programme Manager
Responsible to: Chief Executive

Location: Belfast Healthy Cities Office
22/24 Lombard Street
Belfast, BT1 1RD

Salary Salary, £31,365- £33,176 per annum pro rata plus pension and life assurance scheme

Type of contract: **Fixed term contract until 31 March 2024, with possible extension**

Hours: 21-28 hours

The city of Belfast has been a member of the World Health Organization (WHO) European Healthy Cities Network since its establishment in 1988. Belfast Healthy Cities (BHC) represents the city within the WHO Network and has worked successfully to implement the WHO 'healthy city' requirements of each phase within the local policy, political and administrative arrangements. The city was successfully designated as a member of Phase VII (2020-2026) WHO network, which focusses on 6 Ps – Place; Prosperity; People; Participation; Planet and Peace, within the social, environmental and economic determinants of health and health inequalities. Key programme areas within these themes were agreed at the Phase VII workshop, hosted by the Lord Mayor and attended by a wide range of stakeholders from across the city.

SECTION 2 - Job Purpose

To contribute to the delivery of the annual operational plan, focusing on the priority issues agreed within the Phase VII themes to deliver the [Belfast Healthy Cities Strategic Plan](#), primarily but not exclusively, to design and deliver programmes working with stakeholders in the city, including government departments, the business, university, public, voluntary and community sectors.

Principal Responsibilities

The post holder will report to the Programme Manager/Healthy City Co-ordinator, working with key stakeholders in the city and will have responsibility for the following:

- **Programme Design & Management:** Co-designing, developing and managing programmes in partnership with stakeholders
- **Policy & Evidence:** Monitoring related policy, academic and professional developments/evidence on programme themes; collating and analysing data; drafting policy papers, including consultation responses

- **Capacity building and research:** assisting capacity building and research projects as identified in the strategic and operational plan, organising seminars, events and training.

SECTION 3 - Specific Responsibilities

Programme Design & Management

- Be responsible for co-designing, managing and delivering current and innovative projects, including timescales, targets, outcomes and monitoring frameworks with stakeholders
- Establish and facilitate effective intersectoral working groups to support implementation of programmes
- Assist in preparing progress and monitoring reports to inform the Programme Manager and Chief Executive of progress
- Participate in European collaboration as agreed

Policy and Evidence

- Proactively monitor policy developments with stakeholders, the Northern Ireland Assembly, government departments and public sector bodies to create opportunities and mechanisms to influence policy
- Be alert to new evidence; develop evidence based responses to policy consultations; develop briefing and policy papers on themes as appropriate
- Keep abreast of developments in EU and WHO Europe on themes, exploring with stakeholders the development and delivery of programmes within the Sustainable Development Goals
- Undertake data profiling as required, assembling, collating and analysing data from a variety of sources

Capacity Building and Research

- Assess capacity building needs with stakeholders and design and deliver capacity building programmes relating to the programme areas
- Support with organising workshops/seminars identifying local and European speakers to contribute, to building capacity with local stakeholders

General

- Develop and manage strong relationships with partner organisations to develop opportunities for productive collaboration across and within sectors



- Represent the organisation on public speaking and media events in a way which will enhance and maintain the reputation and public profile of Belfast Healthy Cities
- Supervise and support students as appropriate
- Contribute to the working arrangements within a small team and assist in other areas of work as required

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the post may be assigned from time to time.

PERSONNEL SPECIFICATION

Job title:	Healthy Cities Programme Officer
Reports to:	Programme Manager
Responsible to:	Chief Executive
Location:	Belfast Healthy Cities Office 22/24 Lombard Street Belfast, BT1 1RD
Salary	£31,365- £33,176 per annum pro rata
Type of contract:	Fixed term contract until 31 March 2024, with possible extension
Hours:	21-28 hours

Notes to applicants:

You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted.

Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

Criteria will be measured at three stages. The following outlines the stage at which each criterion will be measured. Criteria that will be initially measured at shortlisting stage, may also be further explored during the interview/selection stage. Criteria that indicates test/interview will be measured during the test stage which may be carried out immediately before the interview or at the interview stage.

Qualifications - Essential criteria

Relevant degree and three years' relevant experience working in one of the following areas: People, Place, Participation, Prosperity, Peace and Planet.

OR Five years' experience working in one of the above areas
(Application form)

Experience - Essential Criteria

- Co/designing, delivery and monitoring of projects involving multiple stakeholders (Test /interview)
- Facilitating/establishing effective partnership groups (Test /interview)
- Design and delivery of public events/workshops/training events that engage a wide range of stakeholders (Application form)
- Production of high quality verbal, written and oral reports and provision of written summary reports for a range of people with differing needs and abilities; experience of public speaking (Test/ interview)

- Working with a range of stakeholders at a policy and local; developing and maintaining effective working relationships with groups and individuals with differing perspectives and agendas (Interview)

Knowledge

Essential criteria

- Social, environmental, commercial and economic determinants of health; health inequalities and the role of the private, public, voluntary and community sectors that contribute positively to health (Shortlisting/ interview)
- Key stages in project design, planning, management and monitoring (Interview)
- Knowledge and understanding of the application of a partnership and a community development approach (Interview)

Desirable criteria

- Current government policy which has an impact on Phase VII themes, health and health inequalities (Test / interview)

Skills

Essential criteria

- Excellent written communication skills with the ability to assimilate and summarise information rapidly, including drafting high quality presentations and reports (Test /interview)
- Ability to act on own initiative, motivate, network and maximise opportunities and input, for the delivery of programmes (Interview)
- Ability to take responsibility for own workload within agreed priorities and timescales, as well as being a team member and contributing to team work plans (Interview)
- Ability to work with senior public sector officers, community organisations; develop and maintain effective networks at all levels, establishing personal credibility (Application form/ interview)
- Proficient in computer skills with a working knowledge of Microsoft Word; Outlook; Microsoft PowerPoint and Excel/Access Databases (Application form)

GENERAL

Essential criteria

- Willing to be flexible and contribute to the working environment of a small team (Interview)
- Willing to participate in UK/Ireland/European meetings/Conferences or Working Groups as identified (Application form)
- Demonstrate a commitment to equal opportunities and anti-discriminatory practices (Application form)



- Willing to be flexible in respect of working hours (Application form)
- Ability to work within the aims and objectives of Belfast Healthy Cities (Application form)

The Post holder will be subject to an enhanced Access NI check. Please read Access NI Code of Practice.

Currently all Belfast Healthy Cities staff are working a hybrid model, with office and home based arrangement.