

JOB DESCRIPTION

SECTION 1 – Job Details

Job title:	Senior Policy and Programme Officer
Reports to:	Programme Manager
Responsible to:	Chief Executive
Location:	Belfast Healthy Cities Office (Hybrid) 22/24 Lombard Street Belfast, BT1 1RD
Salary	£19,760 pro rata, per annum (£32,933 FTE) plus 8% employer pension contribution and life assurance scheme
Type of contract:	Permanent, subject to funding
Hours:	21 hours (between Monday to Friday 9am – 430pm. Out of hours work and some travel may be required)

SECTION 2 - Job Purpose

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 Belfast 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 main purpose of this role is to develop programmes, and undertake research and gather objective evidence to support the policymaking process or to influence policy decisions in areas relevant to Belfast Healthy Cities. The postholder will generate innovative ideas and foster public conversations to drive positive change, staying up to date with relevant research and policy developments locally, Regionally, Nationally, and Internationally focusing on People, Place, Participation, Prosperity, Peace and Planet.

Principal Responsibilities

The post holder will report to the Programme Manager, working with the BHC team and relevant stakeholders in the city and will have responsibility for the following:

- **Policy & Evidence:** Monitoring related policy, academic and professional developments/evidence on programme themes; collating and analysing data; drafting policy papers, and relevant updates/responses. The postholder will represent BHC on relevant forums and structures at Regional and Local Government Level including All party groups and other policy forums.
- **Programme Design & Management:** Co-designing, developing and delivering programmes in partnership with stakeholders.

- **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

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
- Develop and maintain relationships with policy makers at Regional and Local Government and political parties across NI, developing and disseminating relevant briefing and policy papers
- Generate innovative ideas and insights through ideas-led projects, fostering purposeful stakeholder conversations to drive understanding and positive change
- Be alert to new evidence; supporting the development of evidence based responses to policy consultations;
- 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

Programme Design & Management

- Develop, support and deliver programmes in relevant areas such as Health Inequalities, Greening the City, Active Travel, Climate and Health, Health Literacy and Community Prosperity and Participation.
- Be responsible for co-designing, leading 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.

Capacity Building and Research

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

General

- Develop and nurture strong relationships with partner organisations to develop opportunities for productive collaboration across and within sectors
- Work collaboratively with BHC Communications Team to promote policy messages and enhance BHC external profile across various audiences, ensuring it becomes a trusted source of analysis and ideas
- 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 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

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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 two years' relevant experience working in one of the following areas: People, Place, Participation, Prosperity, Peace and Planet (Application form).

OR

Five years' experience working in one of the above 6 P themes (Application form)

Experience - Essential Criteria

- Co/designing, delivery and monitoring of projects involving multiple stakeholders (Presentation/Interview)
- Design and delivery of presentations/workshops/training events that engage a wide range of stakeholders (Presentation/Interview)
- Production of high quality verbal and written reports including written summary reports; experience of public speaking (Application Form)

- Working with a range of stakeholders at a policy and local level; 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 (Application Form/Interview)
- Knowledge and understanding of the value of partnership working and a community development approach (Application Form/ Interview)

Desirable criteria

- Current government policy which has an impact on WHO Healthy Cities relevant themes, health and health inequalities (Application Form/ Interview)

Skills - Essential criteria

- Excellent written communication skills with the ability to assimilate and summarise information rapidly, including drafting high quality presentations and reports (Application Form)
- 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 (Application Form)
- 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 BHC working environment (Application Form)
- 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.