

**JOB DESCRIPTION**

**HEALTH CHECK WORKPLACES LEAD**

**MAIN PURPOSE**

The post-holder will lead the planning, co-ordination, and delivery of Health Checks delivered within workplaces in Cambridgeshire and Peterborough.

**RESPONSIBLE AND ACCOUNTABLE FOR:**

* Ensure the Workplace Health Checks service is of high profile and there is strong awareness in relation to the criteria of entry in the service.
* Lead on service development and raise the profile of workplace Health Checks within and across the local networks, supporting the co-ordination of intervention in all localities.
* Make contacts, develop and maintain professional links with workplaces across the locality, including promoting the Health Checks Service and your role to contact groups where there may be barriers to understanding/service delivery
* To liaise with key partner organisations such as, workplaces, community organisations, Integrated Neighbourhoods and community centres to promote and embed the Health Checks provision
* To champion and adhere to processes and procedures to identify and strive for continuing improved quality throughout the patient’s pathway, together with robust data management.
* Be responsible for ensuring rigorous and regular data inputting to ensure accurate records are maintained in accordance with SLM procedures, to ensure compliance with Information Governance and Data Protection in relation to patient information.
* The post holder is expected to work within the requirements of the 6 C’s – Care, Compassion, Competence, Communication, Courage and Commitment.

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Ability to co-ordinate programmes, working autonomously and collaboratively.
* A commitment to continuous service improvement with expert insight into patients’ /clients’ needs, so that all patients / clients receive high quality care.
* Strong planning and organisational skills, with the ability to take specific deliverables and use appropriate policies, principles and guidelines to ensure successful delivery.
* Excellent verbal and written communication skills to ensure effective communication with a wide range of individuals including clients, colleagues, external partners and members of the public.
* Sound management and interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers.
* Proven problem-solving skills and ability to be flexible, and exercise sound judgement and decision-making.
* Ability to confidently and competently use a variety of computer packages including the ability to learn quickly when using national and internal databases
* Ability to work as part of a multidisciplinary team, valuing the contribution of others
* Value and respectful of other people with good empathy skills
* Able to respect confidentiality

**2. KNOWLEDGE**

* Good knowledge of workplace health evidence, guidance and programmes.
* Knowledge of local business networks & engaging with employers.
* Knowledge and understanding of the Patient Confidentiality Act, the Data Protection Act and the General Data Protection Regulation
* Knowledge of health improvement and effective healthy lifestyle interventions, particularly amongst vulnerable and deprived communities
* Sound knowledge of application of behavioural change theoretical principles, to facilitate, motivate and empower individuals / local communities to make substantive and sustainable behaviour change.
* Sound knowledge of clinical governance.
* Appreciation of the contribution that effective performance management processes can make to service delivery and improvement

**3. EXPERIENCE**

* Experience of managing projects / services in a related area, e.g. health improvement, workplace health
* Experience of marketing and promoting health improvement services and campaigns
* Experience of working collaboratively and in partnership across multiple organisations / agencies to deliver health improvement services
* Evidence of experience in embracing and implementing change to provide high quality health outcomes.
* Experience of working to challenging performance targets and achieving excellent outcomes.

**4. QUALIFICATIONS**

* Essential: GCSE Maths and English to at least Grade C, or equivalent.
* Desirable: Royal Society of Public Health Level 2 Understanding Health Improvement or equivalent, project management.

**5. SPECIAL CONDITIONS**

* Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
* Role occasionally incorporates evening / weekend working, with variable high levels of travel across Cambridgeshire and Peterborough.
* Ability to travel as required, noting you will be based at one of the 3 offices.
* Driving Licence and access to a car with ‘business insurance’ for work.
* Flexibility to support the Integrated Lifestyle Service in Cambridgeshire, as business requires.
* This post involves working with young people / vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

**Job Type: Full-time, Permanent**

**Salary: £28,000**