

**LEEDS CITY COUNCIL
JOB DESCRIPTION**

DEPARTMENT	PUBLIC HEALTH/ADULT SOCIAL CARE/
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SECTION / ESTABLISHMENT	Public Health – Older People team
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POST TITLE	GRADE	POST REF
Principal Officer – Ageing Well	PO4	

POST(S) TO WHICH DIRECTLY RESPONSIBLE
Public Health Manager

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE
Nil

PURPOSE OF THE JOB
<p>To support the development and implementation of city-wide action to implement Ageing Well in Leeds. The post holder will support the joint chairs of the Ageing Well Board ensuring the action plan is on track, providing assurance to the Board and other bodies such as the Health and Well Being Board that the key principles of Time of our lives –for Leeds to be a city where people of all ages can make healthy choices, live healthy and fulfilling lives and where health inequalities between population groups are reduced.- is a reality for older people living in Leeds.</p> <p>The postholder will also be responsible for leadership and delivery of key parts of the action plan including developing Leeds as an age friendly city, ensuring intergenerational work in the city is expanded, supporting the work programme on social isolation and specific work targeting the most vulnerable older people in Leeds.</p> <p>The post will work as part of a cross directorate team (Adult Social care and Public Health), but also across all directorates within the Council, third sector organisations, and local business.</p> <p>The post will work as part of a team, under the supervision and guidance of the Public Health Manager aligned to Adult Social Care</p>

RESPONSIBILITIES
<p>Support the effective functioning of the Ageing Well Board for Leeds</p> <ul style="list-style-type: none">• Provide assurance that the action plan is on track and making a difference to older people in Leeds• Develop the action plan with key partners, in line with the Ageing Well Charter, to ensure it is in line with local need and priorities• Lead work to develop Leeds as an age friendly city• Lead the expansion of intergenerational work within the city• Ensure work is developed to target the most vulnerable older people in Leeds to ensure their health and well being needs are met.• To support the development of good practice around older people’s health, wellbeing and independence through dissemination, advising and supporting developments and encouraging preventative initiatives, ensuring that issues related to ageing are at the heart of partners’ plans and policies.• Work with partners to develop and monitor action plans to deliver the aspirations identified in strategies to promote positive approaches to ageing, such as Older Better.• Work with partners to implement actions to achieve the objectives within agreed policies and action plans.

- Ensure older people (including those aged 50+), are fully involved in deciding strategic priorities and implementing plans including Ageing Well, and in all stages of strategic planning and implementation relevant to their health, wellbeing and independence.
- Develop and maintain good working relationships with partners internal to and external to the Council and support partnership developments around ageing.
- Attend meetings of relevant Council and partnership groups and promote policy and good practice around ageing, as required.
- Prepare reports and appropriate plans to support the work of departments and partnerships around ageing, health, wellbeing and independence.
- Prepare and present briefings and reports at a strategic/policy/political level within the Council and for partners.
- Support work to ensure effective joint commissioning for health, wellbeing and independence in later life.
- Other such duties of a similar nature and responsibility as may be determined.
- Participate in and provide training and development activities as necessary to ensure up to date knowledge and skills.
- Comply with the requirements of all Leeds City Council and Departmental policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.
- To actively promote and support Leeds City Council's and Departmental Policies on Equal Opportunities and to work in an anti-oppressive manner.

RELATIONSHIPS

To work as part of a team involved in work to support joined up approaches to health, well-being and independence of older people working across Adult Social Care and Public Health. The postholder will be line managed by the Public Health Manager aligned to Adult Social Care. Also to work as part of wider strategic partnership groups, maintaining close working relationships with other colleagues within the Council, partners, agencies and organisations, and with older people and their representative groups. Including the joint Chairs of the Ageing Well Board.

Key working relationships include other Departments and management groups within the Council, local business, the Universities and the community, voluntary and independent sectors.

PHYSICAL CONDITIONS

The post holder will be based at a Central Office, currently based in Leeds City Centre within a multi-storey office block. Leeds City Council operates a non-smoking policy.

SOCIAL CONDITIONS

Office hours are based on a standard full time working week of 37 hours over five days Monday - Friday. A flexi time scheme is available.

ECONOMIC CONDITIONS

Terms and conditions of employment are in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services set out in the National Agreement on Pay and Conditions of service and as supplemented by local collective agreements reached with trade unions recognised by the Council and by the Rules of the Council

PROSPECTS

Promotion

Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training

The Department has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

QUALIFICATIONS

An appropriate management/ project management/ professional qualification is an essential requirement for this post.

SPECIAL CONDITIONS This post is subject to a higher level check with the Criminal Records Bureau. In discharging its social services function under the Local Authority Social Services Act 1970, the Department is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared by:
Head of Commissioning, ASC
Consultant in Public Health

Job Description Approved by:

Date: 7th October 2013

Date:

EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

- Ability to provide visible and supportive leadership
- Able to work on own initiative
- Ability to work in partnership with colleagues across agencies and with older people and their representatives
- Ability to analyse and formulate options in response to complex issues.
- Ability to take forward initiatives from planning and development to implementation
- Ability to manage and monitor performance effectively.
- Able to work to agreed work programmes and timetables
- Ability to work flexibly across a range of simultaneous initiatives and with partners as part of a larger team.
- Ability to manage competing priorities and to respond and adapt to changing needs and priorities.
- Able to develop good working relationships with colleagues, partners and older people that create respect, trust and confidence
- Willing to take responsibility for the Health and Safety of yourself and others in line with Council Health and Safety policies.

KNOWLEDGE

- Awareness of changing demography and their impact on the ageing society
- Understanding of policy and strategy in relation to health, well-being and independence and the active ageing agenda
- Understanding of issues affecting older people and how these are evolving
- Understanding of the vision within The Leeds Joint Health and Well Being Strategy and the Time of our Lives – Ageing Well Action plan
- Understanding of Local Government political systems, the Health Service and Voluntary sector partnerships
- Understanding of performance and quality assurance.
- Knowledge and understanding of the social model of disability and how to put this into practice
- Knowledge and understanding of challenging discrimination faced by older people, including older people from disadvantaged groups within the community
- Understanding of budgetary management and control
- Understanding of project and risk management

EXPERIENCE

- Of managing projects within partnerships.
- Of leading on several projects and initiatives simultaneously
- Preparing, presenting and publicising reports in ways appropriate to different audiences
- Identifying issues where there is need and scope for change, and working with others to achieve this
- Experience of joint working effectively with others to deliver cross service projects
- Experience of consulting with and involving disadvantaged and minority community groups
- Experience of or ability to manage, supervise or develop staff.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

- Committed to continuous improvement and to the delivery of strategies that promote health well-being and independence in later life, and which promote active ageing.
- Commitment to addressing inequalities in health
- Ability to understand and observe the Council's Equal Opportunities Policy.
- To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies and Code of Conduct.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

DESIRABLE REQUIREMENTS**SKILLS**

- The ability to use information technology to achieve work goals

KNOWLEDGE

- Of Local Authority, Health and voluntary sector structures and organisation

EXPERIENCE

- Of methods of budgetary control and management.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

- Knowledge of the problems of disadvantaged groups.