#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Senior Child Health Development Officer    Responsible to: Lead Nurse, Community Children’s Service    Department: Children’s Services  Directorate: Primary and Preventative Care Services  Division: Health and Social Care Partnership  No of Job Holders 1  Last Update (insert date): August 2023 |

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| 2. JOB PURPOSE |
| * This job description is generic and a post holder’s portfolio will be assigned on current priorities. * To provide highly specialist health promotion expertise to a range of partners at both strategic and operational level, in order to improve the health and wellbeing of the population of Fife and reduce health inequalities. * To promote the use of a co-production and asset-based approach. |

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| **3. DIMENSIONS** |
| * The post holder will be expected to work closely with other members of staff in the Children’s Services Management Team in the planning, delivery, monitoring and evaluation of programmes. The post holder will also be responsible for monitoring budgets. * The post will involve facilitation of training sessions, workshops and attendance at meetings with individuals from a range of organisations across Fife, which will necessitate frequent travel across the Kingdom. Some out of hours working may occasionally arise. * The focus of this role will be to support the implementation of the National Guidance on The Promise, the UNCRC and GIRFEC. |

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| 4. ORGANISATIONAL POSITION |
| **Lead Nurse**  **School Nursing / FNP / Infant Feeding**  **Lead Nurse**  **Children & Young People Community Nursing Service**  **Lead Nurse**  **Child Protection**  **Lead Nurse**  **Health Visiting**  **Head of Occupational Therapy**  **Senior Manager for Community Children’s Services**  **Senior Health Development Officer**  **THIS POST** |

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| 5. ROLE OF DEPARTMENT |
| Children’s Services work in a complex multi-agency environment demanding a joint working approach to delivery of care working across partnership agencies.  The Services work in partnership with Fife Council colleagues (principally Education and Social Work) and others, in which many of the services integrate with other parts of the service.  The Service is responsible for:-   * Child Health Surveillance Services; * Community Paediatric Nursing Services; * School Nursing; * Health Visiting; * Child Protection; * Children’s and Young People’s Occupational Therapy (OT) Services.   The post will provide highly specialist health improvement input around the child health topic areas. There will be a particular focus on The Promise, GIRFEC, and UNCRC. |

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| 6. KEY RESULT AREAS |
| * Lead on strategic programmes for the Community Children’s Service supporting colleagues and external partners to increase their capacity to deliver their health improvement role. * As lead specialist on a health improvement portfolio, interpret and implement national policy at a local level across community planning partners and others. * Ensure the key aims and priority areas of national health improvement strategy are reflected in the work plans / monitoring framework of the Integrated Joint Board, community planning partners and Directorate of Public Health. * Plan and develop policy with partner organisations to ensure actions highlighted promote health improvement and reduce health inequalities. * Develop an individual programme of work; setting objectives, reviewing and monitoring progress and reporting on results. * Carry out monitoring and evaluation of health promotion activity and programmes to improve service delivery. * Embedding monitoring and evaluation methodology in the development of programmes of work driven by national and local strategies. * Plan, develop and deliver training courses for the Community Children’s Service to meet agreed quality standards. * Facilitate workshops and training to meet ad hoc requests for Community Children’s Services training from a variety of organisations. * Supported by existing evidence, knowledge and analysis, provide highly specialist Health Promotion advice, guidance and, where possible, practical support to Community Children’s Services colleagues and external partners with the planning, organisation and delivery of programmes. * Participate in the development of a Community Children’s Services Continuing Professional Development (CPD) programme to meet the development needs of Community Children’s Services. * Establish and maintain key health improvement networks with key partner agencies throughout Fife and nationally. * Provide input and professional guidance to the work of various local operational and strategic groups. * Write reports for presentation to Integration Joint Board and Fife Community Planning Partners as required. * Produce reports in a range of formats. * Undertake critical appraisal of research and development within health promotion and contribute to the review and updating of service resources. * Ensure all initiatives developed have evaluation embedded. * Develop health promotion information and resources, e.g. leaflets / social media platforms for key partners and the public as required. * Develop and submit funding budgets to external organisations as required. |

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| 7a. EQUIPMENT AND MACHINERY |
| * Standing Financial Instructions and Operating Procedures. * Require to maintain up to date knowledge of relevant legislation, including e.g. child protection, protection of vulnerable adults, statutory requirements governing record keeping, data protection and confidentiality. * Responsible for initiating audit. * HSCP and NHS Fife policies and procedures. * DATIX. * TURAS. * Daily use of telephone, computer and printer (Microsoft Office package, Power Point, Word, Excel, Access, and Outlook. * Regular use of photocopier, fax equipment and laminator. * Regular use of training resources, e.g. flipcharts, display boards, laptop and multimedia project and other audio-visual aids. * Regular use of car travel to training venues and external meetings throughout Fife. * Maintenance of electronic diaries. * Electronically contributing up to date data on a range of communication systems designed for sharing of electronic information with NHS and other partners. * Using Microsoft Office to maintain databases / spreadsheets and to provide up to date reports on the status of the training remit. * Frequent use of internet / intranet for communication, research and information retrieval and sharing. * Submitting monthly time and travel expenses sheets. * Raising purchase orders in line with departmental procedures. * Monitoring spend of allocated budgets. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder operates with a high level of autonomy in generating work and compiling a work plan in line with key result areas. * The Lead Nurse will review work on an ongoing basis through:- * Personal contact / ad hoc discussion, monitoring written reports. * Regular one to one supervisory sessions. * Annual individual performance assessment and associated personal development. * Prioritising workload is the responsibility of the post holder with reference to the Lead Nurse where necessary. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder works on their own initiative to drive forward key aspects of programmes of work for the Community Children’s Service. * The post holder will be expected to work with a high level of autonomy, drawing on their professional experience and with minimal supervision. Working to national guidelines and health promotion principles and theory. * Organise, prioritise and plan workload to meet deadlines annual objectives and work plan. * Ability to develop new ideas collate, analyse, present information and negotiate agreements. Explores options for action and implements without supervision, referring to Lead Nurse when necessary. * Required to analyse and interpret complex health information / statistics/ research findings, some of which may be conflicting, decide on a course of action, produce multi-agency action plans. * Decides how annual budget allocation for work programme will be used. * Works with multi-agency partners using tact and diplomacy. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Balancing and prioritising work in a demanding environment and ensuring deadlines are met. * Identifying ‘gaps’ and not replicating work that others are already doing. * Ensuring effective communication with all Community Children’s Services staff on specific programmes the post holder leads on. * Encouraging and supporting staff to adopt and implement Community Children’s Services quality standards. * Cross organisational relationships to develop and deliver programmes of work. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal**   * The post holder communicates locally with a wide range of staff at all levels in Health Service, Health Social Care Partnership, Local Authority and Voluntary Sector. * Frequent contact with peers / colleagues within Community Children’s Services to establish good work relations and to share information. * Regular contact with management to review and discuss work and future developments.   **External**   * Regular contact with staff, at all levels, within NHS Fife, Fife Council, Voluntary and Private Sector to develop programmes of work. * Contact with national organisations, such as NHS Health Scotland and Scottish Government Programme Directors, to engage in developments and share good practice and update on local developments. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL DEMANDS OF THE JOB** |
| **Physical**   * Working at the computer and workstation for long spells on a daily basis, e.g. computer keyboard and mouse. * Regular presentations, workshops and training throughout Fife. * Travelling to and from meetings across Fife on a regular basis. * Use of audio visual equipment. * Moving and handling of resources from office to vehicle and vehicle to venue.   **Mental**   * Maintaining focus and concentration against competing demands, interruptions and travel to meetings. * Coping with the challenges of multi agency working, i.e. competing agendas, inconsistent commitment to the task. * Continually balancing proactive and reactive demands within set timescales. * Strategically planning and developing programmes and responding to ad hoc requests for training, specialist advice, workshops.   **Emotional**   * Stress involved in meeting deadlines when working with external partners. * Maintaining positive and constructive relationships with colleagues. * Dealing with challenging behaviour of training delegates.   **Environmental**   * This post is office based part of the time. * Regular travel throughout Fife to training events and meetings. * Regular working in a variety of venues. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Training / Qualifications**   * A 1st degree or professional qualification in a relevant discipline. * Postgraduate qualification in Health Promotion / Public Health or related subject.   **Knowledge and Experience**   * Experience of needs assessment and analytical skills and critical appraisal. * A sound knowledge of training methods, skills and learning theory. * Experience of designing, delivery and evaluating training programmes. * Knowledge and experience of evaluation design, methodology and conducting evaluation. * Experience of multi-agency working on health improvement, particularly leading work in partnership with a range of different stakeholders. * A good understanding of health policy and the role of the statutory and voluntary sector in improving health. * Experience in report writing and knowledge of collating and analysing complex information from different sources, current research evidence. * Experience in marketing and publicising training events. * Experience in planning and the development of health and / or training strategies. * Experience in working and negotiating with staff at all levels within an organisation.   **Skills**   * Project management skills including monitoring budgets. * Management of staff. * Strong negotiation and influencing skills in order to lead facilitate, maintain effective partnership working with colleagues representing different organisational cultures and agendas. * Excellent oral and written communication skills. * Ability to work on one’s own initiative, plan and manage own workload. * Ability to organise and deliver training and education initiatives. * Effective interpersonal and influencing skills. * Excellent facilitation and presentation skills. * Ability to use evidence based research in the work being undertaken. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |