

## PERSONNEL SPECIFICATION

<b>Job title:</b>	Healthy City Co-ordinator
<b>Reports to:</b>	Chief Executive
<b>Location:</b>	<b>Belfast Healthy Cities Office (Hybrid)</b> 22/24 Lombard Street Belfast, BT1 1RD
<b>Salary:</b>	Agenda for Change (AfC) Band 6 - £42,618 plus 8% employer pension contribution and life assurance scheme
<b>Contract:</b>	<b>Full-time (35 hours per week)</b> 2 year fixed contract (possibility of extension depending on funding)

### 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registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*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.