



# JOB PROFILE

<b>Post Title:</b>	Preventative Health Evaluation & Impact manager
<b>Portfolio:</b>	Health & Social Care
<b>Responsible to:</b>	Public Health Lead
<b>Responsible for:</b>	Community Health workers, Data collectors
<b>Grade:</b>	Grade G

## Job Purpose

To improve the lives of all within our community and help the island thrive by strengthening community management and monitoring of chronic diseases.

The purpose of this role is to strengthen both the processes and capacity of the preventative health team. Key functions of this role will be to design, implement and evaluate health improvement interventions as well as developing impact case studies.

## Main Duties and Responsibilities

1. **Design & deliver preventative health evaluations** using qualitative and quantitative methods.
2. **Plan for impact & assessment**, prepare impact assessment pathways for evaluations & interventions. Play a key role in planning the annual cycle of evaluations and impact reporting.
3. **Communicate & engage** with a wide range of stakeholders within (clinicians, community nurses) and outside the Portfolio (Office of Statistics, Communications, Human Rights Commission), using clear evidence-based messaging.
4. **Line management of preventative health staff** – including day to management of tasks, appraisal of performance and attendance monitoring.
5. **Act as the methodological authority across the preventative health group**, providing independent advice, reviewing study designs and analysis plans, and constructively challenging methodological assumptions where required.
6. **Establish and promote high-reliability evaluation practices**, including reproducible analytic workflows, transparent reporting, documentation standards, and auditability of analyses.
7. **Foster a stimulating, inclusive, and supportive professional culture**, acting as a mentor and role model and enabling staff across the health data and preventative health teams to develop and thrive.
8. Undertake all people management activities, such as absence management, managing conduct, and conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21) processes as required.

## Special Conditions

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition,



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the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> <i>Support the professional development of the preventative health team and trainee analysts and data managers from other portfolios</i>	(iii)
<b>Planning &amp; Delivery of Work:</b> <i>Plans and organises work to meet individual, team and directorate objectives whilst achieving quality and value for money. Recognises good performance and tackles poor performance. Ensures delivery against plan. Identifies information needs and ensures they are delivered in a timely and effective manner</i>	(iii)
<b>Analysis and use of Information:</b> <i>Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution.</i>	(iii)
<b>Decision Making:</b> <i>Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions.</i>	(iii)
<b>Working with Others:</b> <i>Informs, consults and influences others using a range of communication mechanisms. Engages with others to gather information Shares and implements good practice with others Works with senior management and other stakeholders</i>	(iii)
<b>Communication:</b> <i>Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents.</i>	(iv)
<b>Influencing and Persuading:</b> <i>Encourages and provides constructive feedback to improve performance. Ensures alternative approaches to work are effective in meeting the organisation and individual needs Remains constructive when disagreeing or challenging. Challenges inappropriate employee behaviours.</i>	(iii)



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Competency	Level
<b>Dealing with Change:</b> <i>Supports individuals in their team through periods of change. Listens and responds to constructive feedback. Initiates new ways of doing things. Recognises and deals with obstacles to change. Promotes goals or new initiatives to others.</i>	(iii)
<b>Continuous Improvement:</b> <i>Can describe what the future looks like in terms of service improvements and modernisation. Motivate others to improve and develop their performance. Constructively challenges existing strategies. Sets SMART objectives for teams and evaluates them</i>	(iii)
<b>Managing Resources:</b> <i>Tackles poor performance by individuals promptly. Ensures team members understand key issues affecting their work and their role within SHG.</i>	(iii)



# PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Postgraduate qualification in public health with substantial training in qualitative methods.	E	√	
Degree in health related discipline	E	√	
<b>Knowledge &amp; Experience:</b>			
Advanced expertise in qualitative evaluation methods applied in an healthcare setting.	E	√	
Experience evaluating public health or behavioural interventions.	E	√	
Experience co-ordinating evaluation/research projects	E	√	
Experience working in small island states or resource-limited environments.	D	√	
Proficiency with qualitative software and experience with analysing qualitative data	E	√	
Experience with REDCap or similar research data platforms	D	√	
<b>Skills and Abilities:</b>			
Proven ability to communicate complex concepts clearly to non-specialist audiences, including clinicians, programme leads, and policymakers.	E	√	
Excellent written and verbal communication skills, including production of high-quality reports for technical and non-technical audiences.	E	√	
Ability to adapt communication style to suit different stakeholders and levels of technical expertise.	E		√
An interest in health care research and willingness to work across portfolios/disciplines	E	√	
Ability to train junior staff, data managers, and researchers across a multidisciplinary preventative health team.	D		√
Strong organisational skills, with the ability to prioritise work across competing demands.	E		√
High level of numerical accuracy and attention to detail, with including budget monitoring.	E		√
Proven ability to maintain accurate and up to date records	E	√	



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<b>Other:</b>			
Flexible and adaptable in response to the varied demands of the role	E	√	√
Commitment to maintaining confidentiality when handling sensitive data	E	√	√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	√	√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	√	√

## Our Values

### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

### TEAMWORK

We work together and we support each other.