



ROLE PROFILE FOR HEALTH INTEGRATION DEVELOPMENT OFFICER

Role Title: Health Integration Development Officer

Service: Community Services, Environment & Community

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Strategic Director- Environment & Community
Corporate Head of Community Services (Runnymede)

Role Purpose

- To develop the role of Borough Council services in support of integrated working with health and care partners to improve care pathways and health outcomes within the Borough
- To work across a range of areas including Community Services, the Home Improvement Agency, Housing & Homelessness, Whole Systems Approach To Obesity, that are all established functions of the Council, as well as on new projects, service developments and initiatives identified by partners
- To forge links with operational teams within all areas of health and care, bringing together stakeholders to contribute to developments and projects.
- Work with health and care partners in the development of new projects and initiatives, engaging colleagues and other partners as required

Main Duties and Accountabilities



Knowledge and Expertise

- Represent the Council in a range of partnership meetings etc. and in the codesign of projects and initiatives in the borough
- Promote the role of the borough council in the supporting residents of all ages through the provision of existing and new services
- Identify opportunities for the development of existing borough council services and functions
- To support the delivery of Council services as and when required

Relations with people (Internal and External)

- Work closely with partners in Surrey Heath as part of an integrated care approach, including but not limited to Frimley CCG, Adult Social Care, GP Federation, Frimley Park Hospital and community providers
- Work closely with internal stakeholders in projects and initiatives from across the Council
- Engage with communities and voluntary sector partners as required in support of projects and initiatives, where appropriate

Creativity and Innovation

- Work on the development of a range of projects and initiatives relating to integrated health and care, set against the priorities of the Surrey Heath Health Alliance
- To take an innovative approach to problem solving
- Ability to work under pressure, prioritise workload and meet tight deadlines whilst still paying attention to standards and detail
- Be highly organised, keep project plans up to date and be able to provide coherent updates to senior staff or members at short notice

Financial Accountability

- No direct budgetary responsibilities required

Impact upon the Organisation & the Community



- To be an ambassador for the Council both internally and externally as the work has a substantial impact on the community and services provided to it
- Develop a strong network of stakeholders linked to integrated health and care including health care professionals, voluntary organisations and other interested parties

Management & Supervisory Responsibilities

- No line management responsibilities

Initiative & Independent Action

- Develop the use of evaluation and analytical processes to measure the impact of projects and initiatives upon the lives of residents and the benefits to the Council and wider health and care system
- Deliver briefing and training sessions to staff from a range of agencies on service provision and new opportunities/initiatives
- Write progress reports on projects and initiatives and present these as required to partners/elected members

General

- To carry out other duties, commensurate with the grade of this post, as required, including attendance at meetings and key Corporate events
- To carry out duties associated with elections and as part of the Council's civil contingencies emergency response
- To be flexible in regards to working hours as this role may involve some evening and weekend work

Continuous Professional Development

- To keep up to date on matters relating to health and care including best practice, emerging ideas and innovations which could be applied in this role

Customers and Contacts



Important Internal Relationships

- Chief Executive and Corporate Management Team
- Corporate Head of Community Services (Runnymede)
- All Councillors
- Services within the Environment & Community division and specifically the Community Services Partnership

Important External Relationships

- Community and Voluntary Groups
- NHS Frimley Integrated Care Board
- Surrey County Council Adult Social Care
- Surrey Heath Alliance
- GP Federation
- Frimley Park Hospital and community providers



Health Integration Development Officer - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
Good general level of education including English & Maths GCSEs or equivalent	E	IA

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of working in health, social care, council or other wellbeing roles/environments	E	A, I
Understanding of the role borough council services can play in supporting vulnerable residents	E	A, I
Experience of developing and implementing new projects and initiatives	E	A, I
Experience in developing existing services to meet identified needs	E	A, I
Experience of working in partnership with other stakeholders/partners in order to achieve a shared outcome/vision	E	A, I
Experience in undertaking service monitoring/compiling key performance indicators	E	A, I



Knowledge of the integrated health and care agenda in Surrey Heath	D	A, I
Experience of working in a project management role	D	A, I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to promote collaboration with others through leading, negotiating and influencing	E	A, I
Excellent written and verbal communication skills	E	A, I
Creative approach to problem solving and service delivery	E	A, I
Excellent time management and ability to prioritise workload	E	A, I
Able to resolve problems with minimum supervision	E	A, I
Proficient in use of Microsoft Office and experienced in using other web/software applications	E	A, I
Ability to work as part of a team and with multiple partners	E	A, I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment



Ability to identify community needs and/or gaps in service provision, and provide ideas for solutions	E	A, I
Ability to manage conflicting priorities and achieve objectives	E	A, I
Be highly organised, keep project plans up to date and be able to provide coherent updates to senior staff or stakeholders at short notice		

Financial Accountability

Criteria	Essential or Desirable	Application, Interview or Assessment
Experience of applying for grant funding	D	A, I
Experience of managing budgets	D	A, I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work across multiple internal and external services to deliver successful outcomes	D	A, I
Possess a style that fosters trust and respect from partner organisations	D	I
Appreciation of the challenges presented of working within the health and care	D	A, I



system and working with volunteer/charitable organisations		
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Management and Supervisory Responsibilities

Criteria	Essential or Desirable	Application, Interview or Assessment
Not Applicable		

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to develop projects and initiatives to improve health outcomes for residents	E	A, I
Able to demonstrate an innovative approach to problem solving	E	A, I
Ability to work under pressure, prioritise workload and meet tight deadlines whilst still paying attention to standards and detail	E	A, I
Demonstrable organisational and project management skills	E	A, I
Capable of working autonomously and diligently to deliver successful outcomes	E	A, I

Additional Requirements



Criteria	Essential or Desirable	Application, Interview or Assessment
Willing to undertake training as required	E	
Must have a resourceful, confident and enthusiastic approach to work	E	
Results orientated and committed to doing an outstanding job	E	
Trustworthy and acting with integrity at all times	E	
Diplomatic, inspiring confidence and respect	E	
Access to travel within working day for occasional meetings	E	
Available to work occasional unsocial hours, both in the evenings and at weekends if required	E	
Able to participate in the Council's civil emergency arrangements and assist the Council with elections as required	E	

DBS Requirements

- No Check Required

