Description Of Duties And Responsibilities

Overview
To drive the successful delivery of the Healthy New Towns project for Northstowe and influence future development across other growth sites to ensure that new communities promote health and wellbeing, prevent ill health and keep people independent in their own homes for longer.

Dimensions of Job
- Ensuring successful delivery of agreed programme objectives
- Working to a variety of different organisations, across the public, private, education/research and voluntary sectors
- Programme budget - £150,000 2016/17

Key Contacts/Communication Links

Internal
Executive Management Team, Elected Members including Portfolio Holders, staff at all levels of the organisation and across directorates.

External
Staff and Board / Elected Members at Homes and Communities Agency, Cambridge University Hospitals NHS Foundation Trust, Cambridgeshire County Council, Gallagher Estates, Cambridgeshire and Peterborough Clinical Commissioning Group, Spice Innovations Limited, Sustrans, NHS England Healthy New Towns national programme team, NHS support partner, research institutions, consultants.

Key Responsibilities/Specific Duties
Job Description

- To provide strong leadership, broker partnerships and build consensus in relation to the Healthy New Towns project
- To enable the delivery of agreed programme objectives and milestones, including trouble-shooting where required, and driving forward related workstreams such as the town centre strategy
- To manage the project budget
- To build a strong relationship with NHS England Healthy New Towns national programme team and act as the liaison between the Northstowe Healthy New Towns team and NHS England including the NHS support partner
- To report to the NHS England Healthy New Towns national programme team on progress against agreed programme objectives and milestones
- To collate good practice, share learning and research, and influence future development across other growth sites in South Cambridgeshire and further afield

General to all job descriptions

To comply with the Council’s Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council’s Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: