



## Job Description

### Section 1 - Description

**Job Title:** Partnerships Officer – Obesity Action Scotland (fixed term contract to 31<sup>st</sup> March 2019) (Secondment will be considered if the employer is in agreement)

**Salary:** Grade 5 £29,546- £34,472, 35 hours per week

**Location:** Royal College of Physicians & Surgeons of Glasgow

**Reports to:** Programme Lead – Obesity Action Scotland

**Date:** November 2018

### Section 2 - Job Purpose

To provide support and input, on behalf of Obesity Action Scotland, to the development of Scotland's local leadership programme on diet and healthy weight. Obesity Action Scotland is hosted and supported by the Royal College of Physicians and Surgeons of Glasgow.

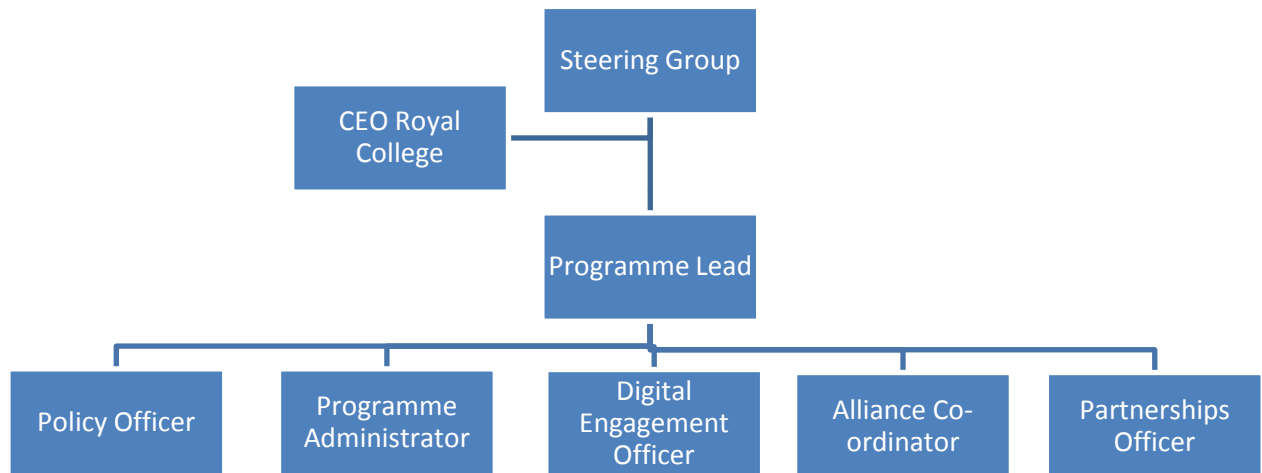
Reporting to the Programme Lead, the Partnerships Officer is part of a team that delivers programmes of work on behalf of a Steering Group. This post will play a key role in Obesity Action Scotland's input to the local leadership programme being established in Scotland. Scottish Government identified in their Diet and Healthy Weight Delivery Plan that three geographic areas of Scotland (North Ayrshire, Dundee and the East Region community planning partnerships) have committed to developing and championing a whole systems approach to diet and healthy weight. Obesity Action Scotland will work with those areas and a number of other partners to support local delivery and showcase best practice.

The post holder will provide practical support to the nominated leads at local level including:

- ✚ Support on capacity building
- ✚ Running engagement workshops
- ✚ Assisting them to establish contacts and connections
- ✚ Establishing local political buy in and cross organisational support
- ✚ Gathering and sharing learning on whole systems approach and other good practice from external sources – Scotland, England, international
- ✚ Gather, share and publish progress report and good practice examples from each area

This post will require extensive travel across Scotland for which suitable expenses will be paid.

### Section 3 - Organisation Chart



#### Section 4 - Main Responsibilities and Role

##### Core Competencies

- ✚ **Knowledge Management:** ability to gather, analyse and interpret evidence.
- ✚ **Action Learning Skills:** ability to ask thought provoking questions, reflect, listen, feedback and challenge.
- ✚ **Partnership Working:** experience of working with staff at a numerous levels of seniority across a range of organisations, bringing people together and co-ordinating work to deliver joint projects and initiatives
- ✚ **Project Management:** experience of managing complex projects with numerous partners across areas and topics
- ✚ **Team Work:** ability to work as part of small and large teams, sharing key skills and knowledge
- ✚ **Communicating:** excellent communication skills to engage partners and to collate and present learning
- ✚ **Creativity and Flexibility:** ability to develop and implement new ideas and adapt ways of working
- ✚ **Motivated:** ability to initiate and complete tasks within strict deadlines

##### General Responsibilities

- ✚ Manage and prioritise workload and ensure that deadlines are met
- ✚ Maintain positive and constructive working relationships with all members of the staff team and wider project stakeholders. Ensuring that all staff and stakeholders are kept up to date with relevant issues and developments
- ✚ Undertake relevant professional development activities and training as agreed with line manager
- ✚ Maintain confidentiality, as appropriate, with sensitive or privileged information, including day to day observance of data protection guidelines



- ✚ Adhere to all internal and external policies, procedures and contribute constructively, as required, to their ongoing development
- ✚ If required, work outside normal working hours for which time off in lieu (TOIL) will be given
- ✚ Have regard for your own personal health and safety and that of those around you

## Section 5 - Knowledge and Skill Set required

### Essential

Educated to degree level or equivalent in a relevant subject

Ability to analyse and interpret empirical evidence

Demonstrable coaching or active learning skill set

Experience of partnership working and managing complex relationships

Strong project management skills

Self-motivated personality

Strong attention to detail

Excellent communication skills

Experience of influencing and engaging colleagues and senior managers

Excellent problem solving skills

### Desirable

Knowledge of whole systems approach

Knowledge of obesity or public health

Experience of change management processes

Facilitation skills