

JOB DESCRIPTION

POST TITLE: Health Promotion Specialist	REF NO:
DEPARTMENT: Student Support Services	DATE COMPILED: March 2005
GRADE: PO 30-33	HOURS PER WEEK: 37
	WEEKS PER YEAR: 52

IMMEDIATE LINE MANAGER:

Progression and Mental Health Support Coordinator

DESIGNATION AND GRADE OF ANY STAFF SUPERVISED BY THE POST HOLDER:

None

JOB PURPOSE:

To take a lead responsibility across the University in the implementation of developments to improve health and well-being in the student population, with particular reference to issues which have the potential to affect student retention and academic progression.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The postholder will be responsible for:

- a) contributing to the development and review of relevant Nottingham Trent University policies and procedures of relevance to student health and well-being;
- b) planning and facilitating the delivery of health promotion programmes for students at Nottingham Trent University, including the development and delivery of specific projects and campaigns;
- c) working collaboratively with other colleagues within the University, with the Students Union and with other student groups to increase awareness of the relevance of students' health and lifestyle choices to academic progression and longer term prospects;
- d) developing initiatives aimed at identifying and ensuring the inclusion of students who could be marginalised or at risk within the student population;
- e) producing and disseminating information materials and resources for students and staff through a variety of approaches, including the University student intranet and other student communication media;
- f) working in partnership with the University health practices, the Nottingham City Primary Care Trust and other strategic multi-agency groups and networks to develop and maintain joint work in relation to student health and well-being;
- g) working collaboratively with other Health Promotion Specialists to develop activities and initiatives related to student health (e.g. mental health, sexual health, drug and alcohol, smoking cessation, lifestyle choices);

- h) developing and maintaining appropriate systems to monitor and evaluate the impact of initiatives and interventions, producing progress and monitoring reports as required;
- i) developing and maintaining a good working knowledge of current provision in other higher education institutions for health promotion and applying relevant aspects of best practice to developments at Nottingham Trent University;
- j) developing, delivering and evaluating training and awareness events to promote an understanding of the links between health, well-being and academic performance for staff within the University who are in a position to influence student health and well being;
- k) maintaining an up-to-date knowledge of the implementation and dissemination of national strategy and policy within the NHS and other relevant bodies and using this effectively to address the targeted needs of the student population and encourage the development of student-focused services;
- l) keeping abreast of public health data and information in relation to issues relevant to the student population, and to analyse and report on available data relating specifically to the student population;
- m) identifying and applying for external sources of funding to support health promotion activities at Nottingham Trent University;
- n) contributing to the development of Student Support Services.

ADDITIONAL INFORMATION

The postholder will occasionally be required to work outside normal office hours and at different locations around Nottingham (e.g. Induction events in University Residences). Time Off in Lieu will be available for these duties

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. - The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated in specific terms.

JOB DESCRIPTION DRAWN UP BY..... DATE

APPROVED FOR DEPARTMENT BYDATE

PERSON SPECIFICATION

POST TITLE Health Promotion Specialist			POST REF NO
DEPARTMENT Student Support Services			
ATTRIBUTES	ESSENTIAL	DESIRABLE	NOTES
Knowledge	<p>Understanding of relevant government policy and legislation relating to health issues within a higher education setting.</p> <p>Understanding of the relevance of health and education to social inclusion.</p> <p>Knowledge of relevant health promotion theory and practice. (e.g. mental health, sexual health, drug and alcohol, smoking cessation, lifestyle choices)</p>	<p>An awareness of networks within the HE sector and the local community relevant to promoting the health and well being of students</p> <p>An understanding of systems / whole community approaches to health promotion.</p>	
Skills	<p>Ability to plan and implement health promotion programmes targeted to the needs of a student population.</p> <p>Effective presentation and training skills.</p> <p>IT skills (word processing, internet, e-mail, spreadsheets etc).</p> <p>Ability to liaise effectively across agency boundaries.</p>	<p>Ability to interpret public health data and information and communicate their relevance in a higher education setting.</p>	
Experience	<p>Substantial experience in a health promotion context.</p> <p>Experience of development work at a strategic level.</p> <p>Experience of developing innovative strategies to improve health within a specific population.</p>	<p>Experience of dissemination of good practice.</p> <p>Needs assessment/research experience.</p> <p>Experience of project development work in a related area.</p> <p>Experience of coordinating peer education activities in a health or education setting.</p>	
Qualifications	<p>Degree or relevant equivalent experience/qualification in an appropriate discipline.</p>	<p>Relevant professional qualification in Health Promotion or Public Health.</p>	
Any Additional Attributes Not Mentioned Above	<p>Availability to work out of hours as described in job description.</p> <p>Evidence of good team-working skills at a management level, ideally in a multi-sectoral environment.</p> <p>A commitment to responding to diversity (including race, gender, sexual orientation and disability) in the provision of services.</p>		