

 WOKINGHAM BOROUGH COUNCIL	Job Description			Job Reference
				712814
Job Title	Health Checks Service Manager			
Service	Adult Social Care & Health	Team	Public Health	
Location	WBC Offices / Hybrid and various across the Borough			
Reports to	Head of Health and Social Care Integration			
Responsible for	Health Checks Advisor Team			
Grade	Type of position:			Date
Grade 9, NL35-NL40	6 months Fixed Term or secondment Hours – up to 37 per week			Feb 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<u>Service Purpose</u>				
<p>Public Health and Integration Team - Overview</p> <p>The Public Health and Integration Team in Wokingham is committed to improving the health and wellbeing of local residents, reducing health inequalities, and enhancing healthy life expectancy. Our goal is to reduce the need for formal health and social care services while fostering community resilience. This is achieved through strong partnerships across the health, social, and voluntary sectors, and by actively engaging with residents.</p> <p>The team also collaborates with the Berkshire-wide Public Health Team, supporting key initiatives and contributing to health protection efforts as needed. Additionally, the Integration Team works alongside the Integrated Care Board through the Better Care Fund Scheme and partners with internal and external stakeholders to deliver integrated services across the system.</p>				
<p>Community Wellness Outreach Health Check Service - Role and Impact</p> <p>The Community Wellness Outreach service plays a vital role in preventing and reducing the impact of long-term health conditions. By focusing on delivering health checks to high-risk groups, the service aims to address cardiovascular disease, as well as other health concerns such as diabetes and cognitive function. The service also promotes general health and wellbeing through advice on weight management, exercise, social inclusion, and overall wellness, ultimately working to reduce health inequalities across the community.</p>				

Purpose of the role

The Service Manager is responsible for managing and optimising the service across multiple sites within the Borough. Key responsibilities include ensuring smooth day-to-day operations, maintaining budget control, recruiting and managing staff, and leading a dedicated team to deliver a high-quality health check service. The role also involves collecting and analysing data, reporting on outcomes, and working in partnership with a community partner or Voluntary and Community Sector (VCS) organisation.

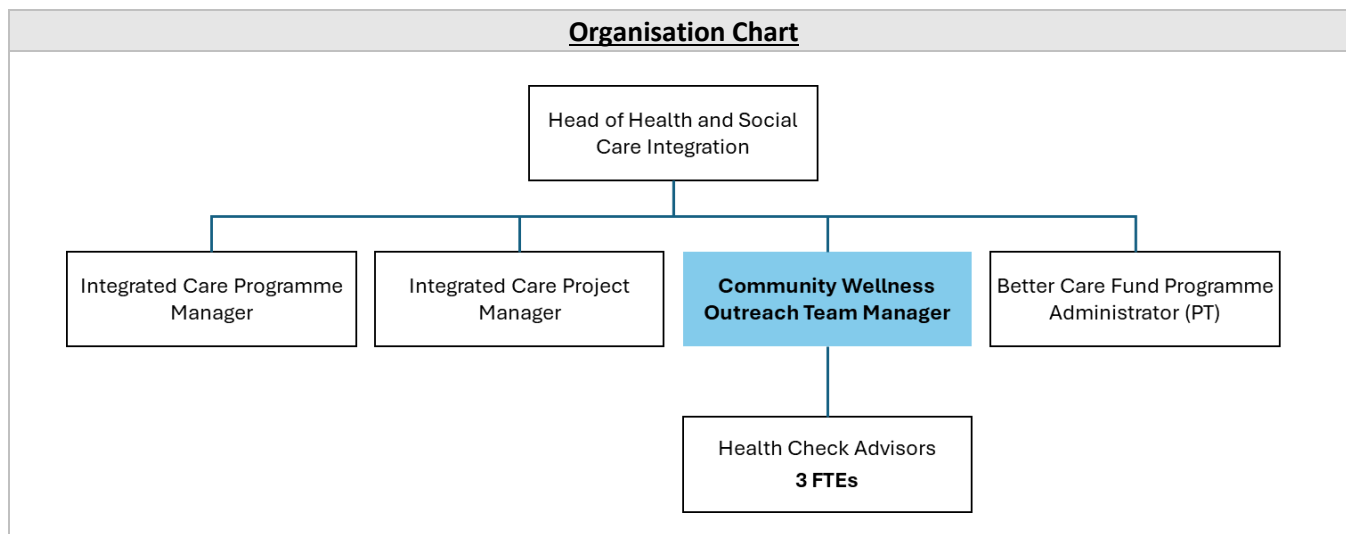
The Service Manager will play a central role in a collaborative partnership involving Wokingham Borough Council (WBC), Primary Care, the BOB Integrated Care Board, and the Voluntary and Community Sector, to engage communities and target population cohorts across the Borough.

Main Accountabilities

1	Service mobilisation & project management <ul style="list-style-type: none">• Further develop the Health Check Service and explore and support the transition to a sustainable long term service model• Oversee site selection, staffing, and equipment procurement to ensure efficient service deployment.• Work with colleagues across Berkshire West to collaborate on data collection and reporting, via the JOY platform• Recruit staff and oversee their training
2	Operational Management <ul style="list-style-type: none">• Be available on site at venues across the Borough and sometimes out of core working hours• Lead day-to-day operations, ensuring the smooth functioning of all service locations. Having a presence at service locations to support the team.• Collaborate with clinical and administrative staff to maintain high standards of patient care.• Implement quality assurance processes to meet or exceed industry standards.• Liaise with VCS / Primary care on the marketing / contacting residents• Liaise with other VCS / health and social care services to signpost / escalate referrals
3	Team management <ul style="list-style-type: none">• Set direction for the team, establish objectives• Manage a team of health check advisors, administrative staff, and support personnel.• Foster a positive work environment that promotes teamwork and professional development.• Maintain individual development and objectives via appraisals and 1:1s
4	Competent in completing Health Checks <ul style="list-style-type: none">• Complete training to be able to complete a health check to NHS criteria• Understand the implications of specific diagnostic tests, such as blood pressure measurements, weight checks, blood glucose and cholesterol measurements
5	Health Education & community navigation <ul style="list-style-type: none">• Provide patients with educational materials and resources related to healthy living, disease prevention, and lifestyle modifications.• Offer guidance on follow-up appointments and referrals to specialists if necessary.• Provide guidance on wider health and wellbeing support available, by issuing information, supporting self-help through direction to resources or self-referral to professional support, such as Community Navigation, Social prescription, Citizen's advice, Age UK, Mind as examples• If complex needs are identified, escalate to relevant Primary Care / Adult Social Care or other emergency service as necessary
6	Partnerships & Collaboration <ul style="list-style-type: none">• Operate in a partnership capacity with our VCS partner

	<ul style="list-style-type: none"> • Build and maintain strong relationships with internal and external stakeholders, including healthcare providers, community organisations • Communicate effectively with patients, families, and team members. • Participate and represent at wider system meetings across the Borough and external to it
7	Data Collection and Analysis <ul style="list-style-type: none"> • Implement data collection protocols to assess the effectiveness of the service and patient outcomes (i.e. evaluation tools). • Analyse data regularly to identify areas for improvement • Prepare regular reports and presentations for senior management and stakeholders. • Liaise with JOY, PCNs and Social Prescriber to report any issues with data collection and transfer of Health Check outcomes to patient records.
8	General responsibilities <ul style="list-style-type: none"> • Undertake professional development activities, including in-house / external training to accomplish the role – maintain mandatory training • Carry out any other duties that are within the remit of the role’s responsibility that may be deemed necessary by management.
9	Financial Management <ul style="list-style-type: none"> • Develop and manage budgets for the Health Check Service, ensuring efficient resource allocation. • Monitor financial performance and implement cost-saving measures as needed. • Stakeholder Engagement
10	Compliance <ul style="list-style-type: none"> • Ensure full compliance with healthcare regulations, Health and Safety regulations, accreditation standards, and organisational policies. • Ensure staff have received mandatory training • Ensure and maintain accurate records and documentation related to service operations.
Supervision Received	Report to Head of Health & Social Care Integration
Supervision Given	Line manages a team (approximately 3 WTEs) of Health Check Advisors and any administration staff
Contacts & Working Relationships	Partnership role with Voluntary Sector organisation. Work in line with ASC, Public Health, Primary Care
Management of resources or budget	Responsible for budget for the service, procurement of equipment and consumables as well as facilities hire
Special Factors	DBS – Enhanced

Organisation Chart



Person Specification

Qualifications	Essential	Desirable
Educated to Degree Level or equivalent	Y	
Bachelor's degree in a clinical/ social care discipline, Healthcare Administration or Business Management		Y
Full Valid UK Driving Licence	Y	
Evidence of continuous personal and/or professional development	Y	
Technical Skills.	Essential	Desirable
Leadership and people management skills.	Y	
Experience of analysing data and reporting	Y	
Strong analytical and problem-solving abilities.	Y	
Excellent communication and interpersonal skills.	Y	
Strategic thinking and project management expertise.	Y	
Budget management experience	Y	
Experience in prioritizing work, managing time and working under pressure to deliver to deadlines	Y	
Knowledge	Essential	Desirable
Knowledge of population health and its inter-relationship with other factors		Y

Knowledge of health, social services, and VCS and how they are organised		Y
Broad understanding of local government NHS structures and functions		Y
Knowledge of medical terminology and basic healthcare procedures.		Y
Experience in running projects establishment, supervision, delivery and reporting		
Experience of successfully leading a team or service through change	Y	
Other	Essential	Desirable
Experience in management, supervision or operations	Y	
Experience in running projects establishment, supervision, delivery and reporting	Y	
Willingness to learn and adapt to changing healthcare protocols and technologies.	Y	
Extensive experience of working in local government, health services, Public Health setting or role with significant experience dealing with customers / clients or patients	Y	
Experience in prioritising work, managing time and working under pressure to deliver to deadlines	Y	
Compassionate and patient-centred approach to healthcare.	Y	
Experience of working in a matrix management environment, where cross-team and cross organisation working	Y	
Completed By:	Emma Halcox	Date: Feb 2025