



Job Description

Section 1 - Description

Job Title: National Co-ordinator (Diet and Healthy Weight Early Adopters) – Obesity Action Scotland (fixed term contract to 31st March 2022)

(secondments would be considered if your current employer is in agreement)

Salary: **Grade 6A - £35,441 - £40,499 (full time)**

Location: Royal College of Physicians & Surgeons of Glasgow (Working from home during the pandemic response)

Hours of work: up to 35 hours per week – fixed reduced hours paid pro-rata will be considered

Reports to: Programme Lead – Obesity Action Scotland

Date: April 2021

Section 2 - Job Purpose

Obesity Action Scotland (OAS) is hosted and supported by the Royal College of Physicians and Surgeons of Glasgow. The post holder will be employed within Obesity Action Scotland and will provide support and input to Scotland's early adopters programme on a whole system approach to diet and healthy weight.

Reporting to the Programme Lead of OAS, the National Co-ordinator will play a key role in the development and championing of a whole systems approach to diet and healthy weight being led by early adopter areas including North Ayrshire, Dundee and the East Region.

The programme is a key commitment within Scottish Government's Diet and Healthy Weight Delivery Plan. A national steering group support and oversee the early adopter activity and the post holder will work closely with the national steering group, national partners and partners within the early adopter areas.

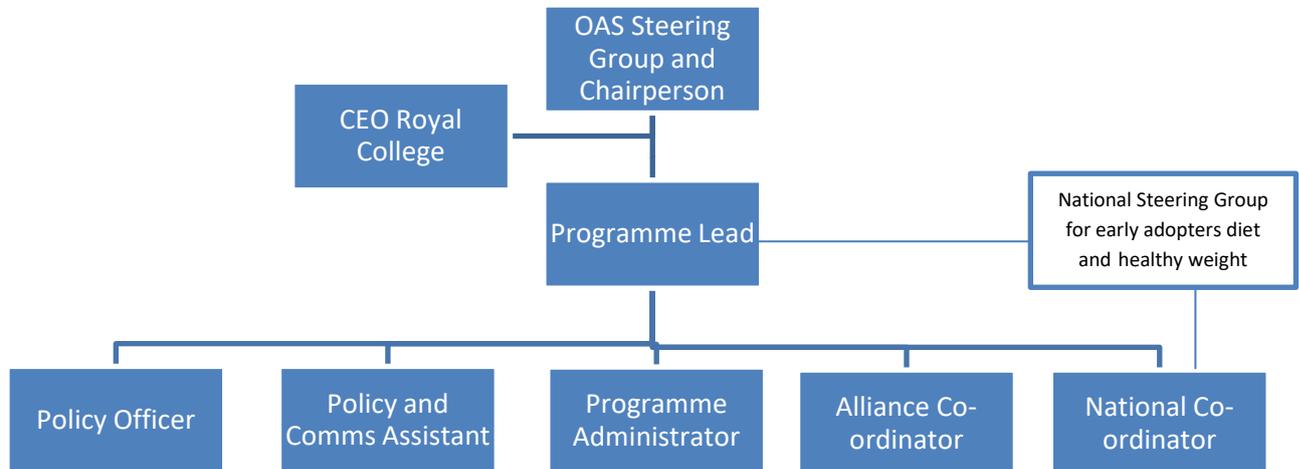
The post holder will provide practical support to the nominated programme leads at local level including:

- Be the first point of contact for national, strategic input
- Support the direction and development of local programmes
- Support capacity building at local level
- Facilitation support for engagement workshops and planning sessions for local partners
- Assisting them to establish contacts and connections
- Supporting local leads to establish 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 reports and good practice examples from each area

This post may 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 and translate evidence into action.
- ✚ **Action Learning Skills:** ability to support others to ask thought provoking questions, reflect, listen, feedback and challenge. Facilitation skills.
- ✚ **Collaborative/Collective 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. Ability to develop and sustain collaborative relationships
- ✚ **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. Ability to communicate complex evidence to lay audiences
- ✚ **Creativity and Flexibility:** ability to develop and implement new ideas and adapt ways of working
- ✚ **Self-Motivated:** the ability to work autonomously across national and local teams. Ability to identify, 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
- ✚ Facilitation skills
- ✚ Experience of collaborative 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 landscape
- ✚ Experience of change management processes