

WELLBEING SPECIALIST



Role Profile

Title	Wellbeing Specialist	
Grade	GRADE H	
Reference:	N760	
Reports to:	Head of Health, Safety and Wellbeing Assurance	
Work style Definition	Office based hot–desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	Champion the overall wellbeing programme throughout the Council and the wellbeing and resilience aspects of wider HROD and HSW activities; support the design and delivery of bespoke projects within designated services areas to maintain / improve resilience and decrease sickness absence in relation to stress, mental ill-health and musculoskeletal	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Work effectively with the HROD function to support designated service areas in maintaining / improving resilience and decrease sickness absence related to stress, mental ill-health and musculoskeletal conditions (50%) ▪ Lead the Council’s approach to wellbeing and resilience risk assessment and the framework for analysis and monitoring of outcomes (15%) ▪ Work collaboratively with ODPH to achieve relevant accreditations and wellbeing standards (20%) ▪ Plan and commission (internally or externally) a program of wellbeing and resilience training commensurate with the needs of different levels of people within the Council (15%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Positive trajectory of improvement in sickness absence in designated service areas ▪ Continuous cycle of improvement in wellbeing and resilience risk assessment methodology following Plan, Do, Check and Act ▪ Continuous accreditation achieved ▪ Comprehensive suite of wellbeing training available with evaluations demonstrating improved knowledge and understanding of factors impacting on mental health

Key activities	<ul style="list-style-type: none"> ▪ Work with colleagues and safety representatives to identify designated service areas who would benefit from additional support to reduce sickness absence due to stress and / or mental ill-health (10%) ▪ Support the design and delivery of bespoke projects in the areas identified (30%) ▪ Review the effectiveness of the projects from varying perspectives (using validated tools where available) and provide recommendations to the Council on the basis of impact and next steps (10%) ▪ Co-ordinate the Council's approach to wellbeing and resilience risk assessment, ensuring it is based on HSE guidance and best practice (10%) ▪ Provide comprehensive analysis, triangulated with other relevant management information and present key findings and recommendations to relevant management meetings (5%) ▪ Work effectively with colleagues in ODPH and other areas championing wellbeing initiatives, to ensure a cohesive approach across the Council which meets relevant accreditation requirements (20%) ▪ Review current training available in the area of mental health and wellbeing in relation to need and make recommendations about future training design and provision (5%) ▪ Deliver or commission training according to the agreed approach ensuring robust evaluation processes are in place (10%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent experience in a relevant field e.g. nursing, ergonomics, physiotherapy ▪ Demonstrable working knowledge of contributing factors to wellbeing and resilience at work ▪ Understanding of the Government's current priorities in relation to health and wellbeing at work
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Professional Membership relevant to qualification ▪ A recognized teaching / training / coaching qualification ▪ Knowledge and experience of working with Trade Unions ▪ Knowledge of human factors ▪ Working knowledge of wider health, safety and wellbeing agenda
Essential experience	<ul style="list-style-type: none"> ▪ Working effectively with teams and / or individuals to design bespoke programs to support mental health and wellbeing ▪ Successful track record of presenting information to managers and staff ▪ Effective project management or playing a lead role in the successful delivery of key corporate initiatives and complex projects ▪ Experience of developing, reviewing and implementing wellbeing policies and guidance within a complex organisation ▪ Experience of liaison / negotiation with a wide range of agencies and external bodies

	<ul style="list-style-type: none"> ▪ Dealing with sensitive and complex wellbeing issues ▪ Developing and maintaining effective working relationships
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of designing training courses and wellbeing programs ▪ Experience of managing mental health and wellbeing in local government
Essential skills	<ul style="list-style-type: none"> ▪ Emotional intelligence and ability to build rapport with individuals to support their wellbeing and confidence ▪ Ability to understand and solve problems, gaining agreement and co-operation from colleagues and others ▪ Skills to develop and commission (post-holder, internal or external) the wellbeing training program ▪ An analytical approach to business performance and management information ▪ Highly developed communication and presentation skills ▪ Effective IT skills including Microsoft office, PowerPoint and Excel ▪ Be change-ready, with an eye to the horizon to anticipate opportunities and challenges, and ability to adapt and flex as necessary ▪ Integrity, discretion and consideration
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	