



Candidate Information

Position:	Staff Wellbeing Officer
School/Department:	People and Culture
Reference:	22/110236
Closing Date:	Monday 3 October 2022
Salary:	£35,333 - £42,155 per annum
Anticipated Interview Date:	Tuesday 18 October 2022
Duration:	Permanent

JOB PURPOSE:

The post-holder will be responsible for the provision / integration of existing and new Wellbeing support services across the University, assisting the Diversity & Wellbeing Manager in developing, delivering and monitoring the impact of the Staff Health and Wellbeing Strategy and associated Action Plans.

The post-holder will also be responsible for organising, coordinating and delivering Staff Health and Wellbeing activity, providing Staff Health and Wellbeing advice, overseeing the delivery of all activity, including Mental Health training, education, information and awareness sessions.

MAJOR DUTIES:

1. To support the Unit and Diversity & Staff Wellbeing Manager to develop and operationalise a new Staff Health and Wellbeing Strategy and Action Plan which fits with an institutional approach for both staff and students and is in line with best practice.
2. To plan, manage and deliver all Staff Health and Wellbeing activity, ensuring connectivity with the services available under the institutional Employee Assistance Programme.
3. To monitor, report on and evaluate all activity, collecting and analysing data, identifying trends and gaps in support for Staff Health and Wellbeing and undertaking individual and team projects to develop and promote the service.
4. To work collaboratively with colleagues, other universities and external organisations to identify gaps in our Staff Health and Wellbeing provision, to develop action orientated solutions, and new / innovative health & wellbeing interventions.
5. To build relationships within the University's internal contributors and external partners to ensure effective communication and progress of the Staff Health and Wellbeing agenda.
6. To manage and co-ordinate the Staff Health and Wellbeing communications plan for relevant internal and external communication including production of reports and management information for managers, committees and appropriate publications.
7. To engage with University Schools and Directorates on Staff Health and Wellbeing.
8. To manage the Inspire Wellbeing contract on a day-to-day basis and assist with any procurement and tendering processes as required.
9. To analyse feedback, evidence and management information to ensure integration with University-wide service delivery, policies and procedures relating to Staff Health and Wellbeing which will enhance the employee experience and ensure that the University complies with relevant external benchmarks and employment / health and safety legislation.
10. To assist the Diversity & Staff Wellbeing Manager in supervising and managing direct line reports (Staff Wellbeing Co-ordinator) and other staff where required, allocating responsibilities, work planning and managing performance.
11. To interpret and apply relevant University regulations, procedures and legislation relating to Staff Health and Wellbeing, making appropriate support recommendations for staff.
12. To participate in and/or lead assigned short term projects or contribute to larger University-wide projects as part of a project team to support the achievement of project objectives.
13. To assist with responding to Complaints/Data Protection/Freedom of Information/Media/Press requests in relation to staff wellbeing issues.

14. To service, support and attend any relevant Committees or Working Groups (as identified by the Head of Unit) which contribute to strategy and the development of appropriate/relevant workplace policies and practices. This may include the preparation of papers for various Committees.
15. To regularly review office systems and procedures, ensuring compliance with Data Protection requirements and to update, develop and maintain a centralised filing system/all necessary registers.
16. To support networks for all groups with protected characteristics under Section 75 (eg Staff LGBT Network; Carers Network; Disabled Staff Network).
17. To review and assist with the maintenance/development of the Unit's Staff Health and Wellbeing website and Social Media Channels.
18. To undertake any other responsibilities assigned by the Head of Unit or Diversity & Staff Wellbeing Manager and to carry out any other duties which are appropriate to the post as may be reasonably requested and within the wider team.

ESSENTIAL CRITERIA:

1. A Degree OR equivalent (plus experience as *below) OR a minimum of 4 years' (within the last 7 years) relevant experience working in Employee Health and Wellbeing at an operational level in a medium/large organisation (100-1000 employees).
2. At least 3 years' relevant experience (within the last 6 years) in Employee Health and Wellbeing at an operational level in a medium/large organisation (100-1000 employees).
3. A proven track record of working as part of a larger team providing Employee Health and Wellbeing support, advice, events and information.
4. Demonstrable computer literacy.
5. Demonstrable ability to plan and organise work.
6. Well-developed analytical and problem-solving capability and a proven ability to innovate in their work.
7. Ability to work collaboratively and effectively as part of a multi professional team.
8. Effective negotiation skills and the ability to influence and challenge Senior Managers/Stakeholders.
9. Excellent oral/ written communication skills.
10. Excellent interpersonal skills.
11. Attention to detail with highest standards of accuracy.
12. Demonstrable commitment to continuous personal and professional development.
13. Ability to act as a role model and lead by example in accordance with the core values of the University – Integrity, Connected, Ambition, Respect, Excellence.
14. Some occasional travel for the role.

DESIRABLE CRITERIA:

1. Relevant experience of promoting Employee Health and Wellbeing in a higher /further education or in large complex operating environment (1000+ employees).
2. Minimum of 3 years' relevant experience of developing, delivering and evaluating evidence led and impactful Staff Wellbeing Strategies and Action Plans.
3. Proven advanced skills in event management, delivery, marketing and communications.
4. Experience of developing and delivering training/presentations, workshops or seminars to a range of audiences.
5. Current Driving Licence and access to a car or ability to fulfil the mobility requirements of the post.