

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Wellbeing Advisor

**Wellbeing Service, Adult Services, People Services  
Directorate**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West  
Northamptonshire  
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

The role of the Wellbeing Advisor is Prevention and Early Intervention through working with individuals on a one-to-one basis in both community settings and their homes. In addition to 1-1's, group work will be carried out in a variety of community settings. You will be working with individuals across the 9 local area partnerships in West Northants, who require support with various areas of their lives, with the aim of reducing adverse health events and subsequent demands on health and social care by supporting customers with needs identified through the completion of a variety of validated assessments.

## **Accountable to:**

This role is accountable to Wellbeing Service Manager. The role sits within Adult Services, part of the Peoples Services Directorate and you will report directly to the Wellbeing Co Ordinator.

## **Responsibilities:**

1. To implement, and review as required, individuals' wellbeing plans undertaking a variety of case management responsibilities, bridging individuals to community-based activities where appropriate.
2. To offer guidance and support for those with a variety of health needs in their behaviour change including to prevent relapses, using a variety of approved methods and validated assessments.
3. Based on the principles of Cognitive Behaviour Therapy, deliver Connect 5 support to customers through the use of behaviour change techniques, to help people manage stress and distress and increase their resilience and mental wellbeing through positive change.
4. To contribute to the effective development and delivery of targeted services across the county through a partnership approach, working with individuals and groups such as Primary Care, Pharmacies, Public Health, VCSE, University of Northampton and Adult Social Care.
5. To maintain an efficient and accurate monitoring systems reporting qualitative and quantitative data at regular intervals including reviewing trends and support patterns in your locality as required by the Wellbeing Co-ordinator.
6. To liaise closely with the full range of services within the local community including statutory and non-statutory services identifying opportunities and building links to increase capacity within your area.
7. To participate where appropriate in planning and delivering training/presentations or community/workplace events to promote the service and associated Public Health and wellbeing messages to the general public.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
10. To support with the set up and implementation of group work across the 9 Local Area Partnerships.
11. Where needs are identified, carry out home visits.
12. To prescribe low level equipment with the aim of keeping individuals safe and independent at home, preventing, or delaying hospital and care facility admission.
13. Using Solo protect / safety device, ensuring both advisors and customers safety are of paramount importance.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	Essential / Desirable	Measured by
Motivational interviewing - Understanding and / or experience of motivational interviewing techniques and evidence of the impact of Essential personal practice on patient / customer outcomes.	Essential	A, I
Relationship building - Significant skills in building relationships with the full range of customers from all groups in society.	Essential	A, I
Assessment and case management - Experience of assessment and case management including risk assessment, case note recording and managing a caseload in a timely manner with people with complex needs.	Essential	A, I
Solution focussed problem solving - Demonstrable skills in developing innovative and sustainable solutions to problems.	Essential	A, I
Listening skills - Exceptional active listening skills in order to empathise effectively with customers.	Essential	A, I
IT literacy - Good level of IT literacy to ensure accurate recording of information and efficient communications with customers.	Essential	A, I

<b>Knowledge:</b>	Essential / Desirable	Measured by
Behavioural change - Significant understanding of behaviour change theory and its practical application.	Essential	A, I
Lifestyle management - Specialist knowledge of lifestyle weight management theories. In depth knowledge of healthy diets and benefits of physical activity.	Essential	A, I
Addiction - Demonstrable understanding of the physiological and psychological elements of alcohol and smoking addiction.	Desirable	A, I
Public health prevention agenda - Some knowledge of public health priorities including demonstrable knowledge of the strategies which impact on these outcomes.	Desirable	A, I
Local Services - An excellent understanding of statutory and non-statutory services.	Desirable	A, I

<b>Relevant experience:</b>	Essential / Desirable	Measured by
Working with diverse range of clients with significant and complex needs - Significant experience of managing cases or similar where customers have a variety of health and wellbeing needs.	Essential	A, I
A working understanding of Safeguarding, confidentiality and data protection Experience of working with policy and procedures where customer personal details, information and safety is of a high priority.	Essential	A, I

<b>Education, training and work qualifications:</b>	Essential / Desirable	Measured by
NVQ Level 4 – Health promotion or related discipline	Essential	A, D
Degree or equivalent – Health promotion or related discipline	Desirable	A, D
Postgraduate qualification - Relevant discipline	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include :**

Enhanced Disclosure and Barring Service check

## Day-to-day in the role:

Hours:	37 Hours	Primary work base:	Community Team Locations
Job family band:		Worker type:	Part Flexible
Salary range:	Band 5	Budget responsibility:	No
People management responsibility:	No		

### Working conditions & how we work:

We are open to discussions about flexible working as you will be required to travel around the West of the county.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office or community venue, you will be working remotely (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b>	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b>	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b>	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b>	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b>	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b>	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

