



## **Job Description and Person Specification**

### **Job details**

Job title: Wellbeing Specialist

Grade: NNBAND07

Reports to: Health, Safety and Wellbeing Strategic Lead

Responsible for: No direct reports, but will occasionally provide support, guidance and tasks to the HSW team as requested by the HSW Strategic Lead

Directorate and Service area: Public Health, Communities and Leisure / Health, Safety and Wellbeing Team

### **Purpose of the job**

We are seeking a proactive, empathetic and enthusiastic Wellbeing Specialist to lead and deliver workplace wellbeing initiatives across our organisation, fostering a sense of community and support. This is a vital role that supports employee mental, emotional, physical and social health and wellbeing, while also aligning with wider health and safety compliance standards.

The ideal candidate will have professional qualification in a health and wellbeing-related discipline and a proven ability to deliver evidence-based, person-centred wellbeing strategies in the workplace.

### **Principal responsibilities**

1. Support the HSW Strategic Lead to develop corporate wellbeing strategies, leading on the implementation of associated action plans, which will promote physical, financial, social and mental health and wellbeing to our colleagues.

2. Develop and influence a range of corporate policies and procedures to ensure compliance with wellbeing related legislation and consideration of public health related strategies; advocating practices and ways of working that promote the wellbeing of colleagues.
3. Design and implement wellbeing assessments, surveys and toolkits for managers, supporting the implementation directly and through the wider HSW team.
4. Deliver training, workshops and awareness sessions on a range of health and wellbeing subjects e.g. Mental Health First Aid, Management Training and Personal Wellbeing.
5. Design, deliver, coordinate and evaluate, engaging and impactful wellbeing programmes tailored to diverse workplace needs.
6. Develop and support a network of wellbeing volunteers to promote wellbeing initiatives and support colleagues with factors that affect wellbeing.
7. Craft compelling digital and physical wellbeing content e.g. podcasts, articles, toolkits, videos, staff communications and displays that inform all colleagues about available resources.
8. Respond promptly to enquiries through communication channels such as team mailbox and viva engage.
9. Monitor and review wellbeing performance through collation of data, audits, feedback, evaluation of interventions; providing information to senior management teams, forums and committees that will inform decision making and future strategies.
10. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

## Special features of the post

On occasions, supporting employees directly or through others who maybe in distressing situations, which may involve disclosures of mental health crises, personal trauma, or workplace conflict. This will involve an increased mental load and emotional strain and there is a risk of secondary trauma. The successful candidate will be supported by an experienced team, however, anyone applying for this role should carefully reflect on their own wellbeing and personal circumstances before applying.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Professional qualification in a relevant field e.g. occupational health and wellbeing, psychology, public health, counselling	<ul style="list-style-type: none"><li>• Mental Health First Aid Instructor</li><li>• Level 4 or above in Counselling or Mental Health</li><li>• NEBOSH General Certificate in Occupational Health and Safety (Level 3)</li><li>• Qualification in Managing Occupational Stress</li><li>• Other qualifications relating to health e.g., nutrition, physical fitness</li></ul>
Experience and Knowledge	<ul style="list-style-type: none"><li>• Experience designing and delivering wellbeing strategies and programs in occupational settings</li><li>• Strong knowledge of mental health in the workplace</li><li>• Understanding of confidentiality, safeguarding, and data protection principles</li><li>• Familiar with the HSE's stress management standards</li><li>• Demonstrable experience at bringing about service improvements to meet performance indicators</li><li>• Experience of developing wellbeing content and providing advice on a wide range of issues</li><li>• Experience of leading projects and /or workstreams and advising on Wellbeing matters</li><li>• Demonstrable experience of and commitment to diversity</li></ul>	<ul style="list-style-type: none"><li>• Specialist knowledge of lifestyle weight management theories. In depth knowledge of healthy diets and benefits of physical activity</li><li>• Demonstrable understanding of the physiological and psychological elements of alcohol and smoking addiction</li><li>• Experience of working in partnership with trade unions</li></ul>

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Experience of working with managers and employees all levels</li> <li>• Experience of interpreting and advising upon the impact of new legislation, policies or strategies.</li> <li>• Proven experience as a wellbeing specialist within an organisation with diverse wellbeing needs</li> <li>• Experience of developing and implementing policies and procedures</li> <li>• Significant experience of working in an evidence-based advice setting and of using experience to impact on patient/ customer outcomes</li> </ul>	
Ability and Skills	<ul style="list-style-type: none"> <li>• An interest and enthusiasm for Health and Wellbeing</li> <li>• Innovate and use initiative to develop suitable promotional ideas and activities, within a limited budget.</li> <li>• Ability to communicate effectively both verbally and in writing</li> <li>• Ability to demonstrate an understanding of wellbeing issues relevant within the council</li> <li>• Ability to influence and challenge managers across the organisation</li> <li>• Ability to deliver effective presentations to individuals or groups and facilitate workshops and events</li> <li>• Able to work successfully as part of a team and also autonomously when required to achieve desired outcomes.</li> <li>• Able to form effective and constructive working relationships with colleagues and managers.</li> <li>• Confident in the use of Microsoft 365 applications</li> <li>• Ability to analyse and interpret complex information and adapt advice and actions accordingly.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Exceptional active listening skills in order to empathise effectively</li> <li>• Good level of IT literacy</li> </ul>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<ul style="list-style-type: none"> <li>• Must be willing and have the means to travel between sites across North Northamptonshire</li> <li>• The role requires someone who is solutions focused, with exceptional organisational skills, and someone who is proactive in their approach towards taking ownership of tasks.</li> </ul>	