Job description and person specification

**Wellbeing Advisor**

The Supporting Independence Programme – Public Health

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.

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 to deliver interventions with individuals on a one-to-one basis in a community setting. You will be working with individuals across 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.

# **Accountable to:**

This role is accountable to The Supporting Independence Programmes Area Manager. The role sits within Public Health, 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 complex health needs in their behaviour change including to prevent relapses, using a variety of approved methods.
3. To contribute to the effective development and delivery of targeted services across the county though a partnership approach, working with individuals and groups such as Primary Care , Pharmacies, Public Health, VCSE, University of Northampton and Adult Social Services.
4. 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.
5. 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.
6. 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.
7. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
8. 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.

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.

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| **Skills and abilities:** | 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 |

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| **Knowledge:** | 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 |

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| **Relevant experience:** | 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 |

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| **Education, training and work qualifications:** | 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:**

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| Hours: | 37 Hours | Primary work base: | One Angel Square |
| Job family band: | TBC | Worker type: | Flexible |
| Salary range: | £24534 – £27577 | 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.

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| **T** | Trust | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will. |
| **H** | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently. |
| **R** | Respect | we respect each other and our customers in a diverse, professional and supportive environment. |
| **I** | Innovate | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area. |
| **V** | Value | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| **E** | 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”**

