**Employee Wellbeing & Engagement Advisor**

**Directorate:** HR Services, Strategy & Partnerships

**Reports to:** Head of Workforce Policy and Wellbeing

**Grade:** P&M2

**Location:** Cambridgeshire – New Shire Hall, hybrid working

**Job Purpose**

Manage the operational delivery of the Council’s approach to employee wellbeing, ensuring that the Council’s strategic approach is embedded and regularly reviewed. Project manage risks, actions and workstreams to ensure people activity is joined up and contributes to all employees being well and feeling valued.

Working in partnership with managers, networks, and professional leads across the Council, the Wellbeing & Engagement Advisor works across all directorates to identify key workplace wellbeing priorities and challenges, and uses this alongside workforce data and planning tools to influence the Council’s People Strategy projects and to work alongside colleagues in teams that affect the employee experience.

**Accountabilities**

**Employee Wellbeing and Engagement Development and Review**

Support the Head of Policy and Wellbeing to develop, implement, and review the wellbeing and engagement aspects of the Council’s People Strategy and the associated action plans and projects. Analyse workforce data, quantitative and qualitative, to identify trends and use this information to lead discussions with management teams and other engagement channels to test findings.

Lead conversations with Directors and Senior managers, and work alongside other HR services colleagues to identify solutions to short and long term workforce needs, understanding the political sensitivities of the service areas to challenge and influence colleagues in the appropriate manner.

Manage the wellbeing and engagement aspects of workforce action plans, preparing highlight reports to the People Strategy Board including the management of risk and outstanding actions. Through the oversight of all wellbeing-related projects and work, present updates to the People Strategy Board on progress and achievements and assist in the preparation of annual reports for Committee.

Ensure all workforce projects with wellbeing and engagement aspects are joined up and deliver upon the relevant aims of the People Strategy and they align with the Council’s values, behaviours and culture.

Support the wellbeing and engagement related aspects of the production of workforce plans and associated action plans at service and directorate level. Ensure these plans align with the Council’s overarching People Strategy, and complement, where necessary, our partners’ strategies whilst also satisfying workforce plans needed for external inspection and regulatory purposes e.g. CQC and Ofsted.

**Workplace wellbeing and engagement promotion and activity**

Lead the employment side of wellbeing and engagement promotional activity within CCC, including agreeing content for communications plan, designing, delivering and evaluating events, in collaboration with colleagues from the Wellbeing Group and with the Internal Communications Team. Act as Deputy Chair to this group when the Head of Policy and Wellbeing is unavailable.

Ensure effective promotion and professional understanding of how wellbeing resources can support employee outcomes by working closely with the wider HR services teams and raising the knowledge and understanding of managers across the Council

Be ahead of the latest research-based workplace wellbeing initiatives, understanding which would present value for money and be in line with our corporate outcomes, including in our role as a public health authority, and respond accordingly

Collaborate with internal and external partners to design, implement and evaluate appropriate and/or bespoke wellbeing initiatives and engagement activity in response to or in anticipation of organisational needs. Contribute to the effective contract management of the Employee Assistance Programme.

Use expertise to contribute to the development of employment policies and procedures, to ensure that our employment practice is supportive of and conducive to wellbeing at work and leads to continuously improving engagement levels.

Identify and make best use of opportunities for employee engagement and listening, taking a continuous improvement approach to understanding what supports and promotes wellbeing and engagement in our workforce and using that to inform action, ensure that action taken in response is visible, drives engagement and a sense of people feeling well and being valued.

**Management insights and driving action**

Prepare insightful and topical management information to inform and support effective organisational action in relation to employee wellbeing.

Provide insights to and deliver actions from the Strategic H&S and Wellbeing Group.

**External benchmarking**

Continually review local, national, and emerging wellbeing and engagement practices to inform changes to employment policy and practice. Through external benchmarking and internal and external network contacts, make connections between challenges and opportunities and influence our employment approach.

**Inclusion**

To ensure that the Council’s approach to wellbeing and all associated activity fosters an inclusive culture, where everyone is valued. Work closely with the Equality, Diversity and Inclusion (EDI) Team and our internal EDI network to seek to understand and remove barriers to equality and encourage diversity and inclusion through employment policy and practice.

**Person Specification**

**Education and Qualifications**

## Essential

* Educated to degree level or equivalent experience in an employee wellbeing or employment-related discipline
* Demonstrable knowledge and understanding of workplace health and wellbeing theories and practice
* Demonstrable knowledge and experience of how to drive employee engagement

**Experience and Knowledge**

## Essential

* Experience of designing, delivering and evaluating workplace health and wellbeing interventions in a large organisation
* Good understanding of employment practices; sound understanding of organisational structures and functions
* Demonstrable experience of working with internal and external stakeholders and developing and maintaining effective working relationships with groups and individuals with differing perspectives and agendas
* Previous experience of project management and achieving outcomes that depend on colleagues in other teams delivering shared objectives
* Experience of developing strong and effective relationships across inside and outside of the organisation.

## Desirable

* Understanding of the political context and environment of local government
* Sound and up to date knowledge of relevant employment legislation, including equalities legislation, and implications for large employers.
* Previous experience of policy development and implementation

**Behaviours**

* Demonstrate organisational awareness and see the bigger picture while working towards objectives.
* Communicate effectively, ensuring your messages are understood and that you strive to understand others.
* Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people’s different skills and talents to enhance the quality of their own and other’s work.
* Take responsibility for your decisions
* Understand and demonstrate the importance of confidentiality and discretion in relation to employee wellbeing
* The ability to engage others and convey a shared sense of purpose and direction, in order to drive action

**Skills**

# Essential

* Ability to quickly establish personal credibility working with a wide range of stakeholders, using negotiation and influencing skills to understand priorities, risks, and deliver results
* Demonstrable experience of working with internal and external stakeholders and developing and maintaining effective working relationships with groups and individuals with differing perspectives and agendas
* Excellent planning and organisational skills to deliver work to agreed timescales and standards, and manage multiple competing priorities / deadlines
* Confident in using IT systems and able to effectively present and analyse data and other relevant information.
* Able to quickly analyse and comprehend a range of information and present well-reasoned conclusions and recommendations
* Careful attention to detail and the ability to check all work for accuracy and quality standards
* Able to travel independently around the County to engage effectively with stakeholders, run events, and be visible.
* Self motivated, shows energy and enthusiasm; driven to achieve high standards

# Job context

This will be a new addition to the Workforce Policy and Wellbeing Team, part of the wider HR Services, and will lead on the operational delivery of employee wellbeing activity.

The postholder will develop and manage wellbeing initiatives and projects that impact upon all areas of the Council. The team does not work in a portfolio structure and therefore the postholder is expected to have a good level of understanding of all Council structures and directorates to ensure that impact of all workplace wellbeing activity is relevant and fit for purpose across the whole Council.

The postholder will work with Senior Managers from across the Council to challenge and find appropriate interventions, resources and support for employee wellbeing and engagement. Having an overview of the Council’s priorities and strategic direction, and having the confidence to engage and collaborate effectively is essential for the success of this role.

# Organisation chart