**Job Description**

|  |
| --- |
| Job Title: Employee Wellbeing & Engagement Advisor |
| POSCODE:  333017386 |
| Grade: Professional and Management Grade 2 |

**Overall purpose of the job**

Manage the operational delivery of the Council’s approach to employee wellbeing, ensuring that our 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, collaborate across the organisation to identify key workplace wellbeing priorities and challenges, and use 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.

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 and engagement activity is relevant and fit for purpose across the whole Council.

The postholder will work with leaders, managers and colleagues 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.

**Main accountabilities**

|  |  |
| --- | --- |
|  | **Employee Wellbeing and Engagement Development and Review** Support the Head of Workforce 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 Huan Resources colleagues to identify solutions to short and long-term workforce wellbeing and engagement needs, understanding the political sensitivities of the service areas to challenge and influence colleagues in the appropriate manner. Support the wellbeing and engagement related aspects of the workforce projects and associated action plans at service and directorate level. Ensure these plans align with our People Strategy, are joined up, and align with our vision and values. Manage the wellbeing and engagement aspects of workforce action plans, preparing highlight reports to relevant internal groups, such as the Corporate Change Board and Corporate Leadership Team, including the management of risk and outstanding actions. Through the oversight of all wellbeing-related projects and work, present updates on progress and achievements and assist in the preparation of annual reports for Committee.   |
|  | **Workplace wellbeing and engagement promotion** Lead the employment side of wellbeing and engagement promotional activity within CCC, including agreeing and publishing content for communications plans, designing, delivering and evaluating events, in collaboration with colleagues from the Wellbeing Group and with the Internal Communications Team. Act as 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   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, and drives engagement with a sense of people feeling well and being valued.    |
|  | **Workplace health and wellbeing interventions**Understand the latest research-based workplace wellbeing initiatives, including which represent value for money and align with our vision and values, considering our role as a public health authority, and make recommendations 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. Be the corporate lead to our network of Mental Health First Aiders, supporting the continued development, profile, and effectiveness of this network.  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 makes a positive impact on our key performance indicators. |
|  | **Management insights and driving action**  Prepare insightful and topical management information to inform and support effective organisational action in relation to employee wellbeing, triangulating qualitative and quantitative data from appropriate sources.  Putting this together with relevant research and expertise, prepare and contribute to reports that provide insights to, and deliver actions from, relevant programmes and meetings as required, at a corporate and service level.Ensure the effective contract management of the Employee Assistance Programme, ensuring we achieve value from it, and collaborate with colleagues in the wider team to understand and make use of relevant data from our other employee benefits contracts, including occupational health.  |
|  | **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** Collaborate with internal networks to ensure that the Council’s approach to wellbeing and all associated activity enables 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, particularly as it relates to wellbeing and engagement activity.  |
| 1.
 | **Contribution to our Net Zero commitment**Use your understanding of our employees and our employment approach to contribute to our commitment of becoming a Net Zero organisation by 2030.    |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Educated to degree level, or equivalent experience in an employee wellbeing, engagement, or employment-related discipline  | Workplace health and wellbeing; employment/human resources with demonstrable knowledge and understanding of workplace health and wellbeing theory and practice | **E** |
|  | Trained Mental Health First Aider | **D** |

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

|  |  |  |
| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge and experience** |  |  |
| Workplace health and wellbeing | Knowledge and understanding of the factors that contribute to health and wellbeing in the workplace, indicators of employee wellbeing, and how employers can influence theseUnderstanding of good practice in this area. Experience of designing, delivering and evaluating effective, research-based workplace health and wellbeing interventions in a large organisation. Proven ability to link these to the employment approach of a large employer. | E |
| Employee engagement | Demonstrable knowledge of what this is and experience of work that impacts positively on employee engagement measures | E |
| Project management | Previous experience of project management and achieving outcomes that depend on colleagues in other teams delivering shared objectives  | E |
| Collaborative working | Experience of developing strong and effective relationships within and outside of the organisation.   | E |
| Understanding the organisational context | Understanding of the political context and environment of local government  | D |
| Understanding the employment context | Sound and up to date knowledge of relevant employment legislation as it relates to employee wellbeing  | D |
| Developing our employment approach | Previous experience of employment policy development and implementation   | E |
| **Skills and values** |  |  |
| Working with stakeholders | 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 to improve employee experienceAbility to quickly establish personal credibility working with a wide range of stakeholders, using negotiation and influencing skills to understand priorities, risks, and deliver results  | E |
| Able to plan and organise complex work | Excellent planning and organisational skills to deliver work to agreed timescales and standards, and manage multiple competing priorities / deadlines   | E |
| Digital and information skills | Confident in using digital tools and systems and able to effectively present and analyse data and other relevant information in a way that is meaningful to self and others.  | E |
| Analytical skills | Able to quickly analyse and comprehend a range of quantitative and qualitative information and present well-reasoned conclusions and recommendations  | E |
| Communicating effectively with a range of audiences | A high standard of written and verbal communication skills, able to use a variety of media to put across messages and drive action, with a range of audiences. Careful attention to detail and the ability to check all work for accuracy and quality standards. Able to make connections with others to create networks and understand a variety of perspectives and use those to inform and shape employee wellbeing and engagement activity.  | E |
| Able to travel independently around the County to engage effectively with stakeholders, run events, and be visible.   | Cambridgeshire is a large county and there are areas not accessible by public transport | E |
| Accountability and excellence | Driven to achieve high standards and to take ownership of work outcomes and decisions.   | E |
| Respect | 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 own and other’s work.   Understand and demonstrate the importance of confidentiality and discretion in relation to employee wellbeing  | E |
| Net Zero | Understanding of and ability to contribute towards our commitment of becoming a net zero organisation.    | E |

**Disclosure level**

|  |  |  |
| --- | --- | --- |
| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed  | **Hybrid**Mixture of presence at our employee bases around the county as well as remote working  | Field | Remote | Mobile |