

**Job Title:** Health & Wellbeing at Work Officer

**Salary:** BS 22 - 25

**Reports to:** Human Resources & Payroll Manager

## Job Description

### Job Purpose

Based within the Human Resources Department, be responsible for the development, implementation, co-ordination and promotion of a comprehensive and proactive online and in-person health and wellbeing (H&W) provision for staff, with the aim of promoting positive physical and mental health, emotional wellbeing and resilience.

### Key Responsibilities

- Work with the Learner Health & Wellbeing Officer and other members of the cross-College H&W task and finish group (including HR, Health & Safety, Aspire and Safeguarding) to develop and promote an effective and wide-ranging online resource for staff.
- Contribute to the successful achievement of the College's H&W Strategy, and to the development and implementation of the related Operational Plan, in order to meet identified outcomes.
- Maintain both qualitative and quantitative records of all H&W activities for staff cross-College, and produce management information as required and to underpin and evidence the requirements of the Mental Health Project.
- Collect meaningful data from staff relating to H&W matters by means of digital surveys, management information, focus groups and individual meetings.
- Work with managers to explore and address specific areas of high absence across College or with relevant professionals where there are higher levels of absence for a particular reason.
- Develop and promote high quality information and self-help literature / documentation on H&W matters, for staff to access either online or in-person.
- Develop and maintain effective partnerships with internal, local and national health and wellbeing services, to ensure timely and effective support for staff and appropriate signposting.
- Become a Mental Health First Aider and Mental Health & Wellbeing Mentor, and be actively involved in the co-ordination and development of the Mentor and MHFA groups within the College.
- Working under the direction of the HR & Payroll Co-ordinator:

Provide direct support either remotely or in-person to staff experiencing H&W difficulties (whether in work or absent), and signpost/arrange support accordingly.

Liaise with managers in advance of any return to work from long term sickness absence and where necessary ensure appropriate arrangements are in place, including OH feedback, phased return and ongoing support.

Co-ordinate Occupational Health referrals, clinics and management feedback

- Ensure absence data is up to date including return to work dates and absence certification. Produce individual absence reports for managers where required or where absence triggers are met. Ensure appropriate management actions are taken where necessary.
- Co-ordinate and lead cross-College support groups such as Menopause and Carers, inviting external visitors, providing relevant documentation and encouraging membership.
- Review, re-design, implement and promote the College's Staff Voice arrangements.
- Promote and champion H&W for staff at all times.
- Work with the College's Aspire team and managers to identify meaningful and targeted H&W information and activities that can be included in staff development days and wellbeing bulletins.
- Work with the College's curriculum teams in areas such as sports and health to identify professional expertise and learner involvement, that can support the College's H&W operational plan.
- Together with the Learner Health & Wellbeing Officer, lead on the organisation and promotion of staff wellbeing events, campaigns and regular initiatives throughout the year aligned with national H&W campaign, such as 'Time to Change' and mental health week.
- Ensure appropriate safeguarding procedures within the College are followed at all times
- Take confidential minutes/notes of meetings and undertake other administrative tasks associated with H&W of staff.
- Provide excellent customer service for staff and members of the public as part of the Human Resources and Payroll team.

### **General Responsibilities**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.

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- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

### Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Hold a Human Resources or Health related qualification at minimum level 3.</li> <li>• If not held, to undertake and achieve a level minimum level 4/5 qualification in a relevant discipline within an agreed timescale</li> <li>• An excellent basic education</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources or Health Related qualification at level 4/5 (or currently working towards)</li> <li>• Relevant IT qualification at level 3 or above</li> </ul>	Application Form
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of using advanced features of Microsoft software including Excel</li> <li>• Experience of working in a health-related role or field</li> <li>• Experience of co-ordinating or organising large groups of individuals in an employment setting</li> <li>• Experience of developing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a confidential HR environment</li> <li>• Minute or note taking for committees or large groups</li> <li>• Experience of developing websites or other digital platforms</li> <li>• Experience of developing and co-ordinating digital</li> </ul>	Application Form/Interview Skills Testing

	online resources	surveys	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Adaptable and able to become familiar with new systems and software quickly</li> <li>• Ability to develop a range of resources on a digital platform</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Excellent spelling and grammar</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> <li>• Excellent numerical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in Welsh for the purpose of providing customer service</li> </ul>	Interview Skills Testing
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• A well organised approach to work</li> <li>• Energetic and enthusiastic approach</li> <li>• Approachable, flexible and professional manner</li> <li>• Strong Team player</li> <li>• High degree of diplomacy and discretion when handling sensitive and confidential data</li> <li>• A warm, friendly approach and the ability to empathise where necessary</li> <li>• Numeracy skills and a logical approach</li> </ul>		Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to ensure safeguarding and promoting the welfare of children and vulnerable adults.</li> <li>• Suitable to work with children and vulnerable adults</li> </ul>		Application Form/ Interview