



SWINDON
BOROUGH COUNCIL

Job Title: Health, Wellbeing & Inclusion Lead	Role Profile Number:
Grade: Grade R Salary:	Date Prepared: 29/04/21
Directorate/Group: People, Culture and Organisational Resilience	Reporting to: People and Culture Transformation Lead
Structure Chart attached:	No

Job Purpose

This is a two year fixed term post, designed to help us to develop a strategic approach to employee wellbeing and inclusion. This will be a critical role in promoting physically and mentally healthy workplace behaviours and, importantly, creating a culture of inclusion within our workplace

The person in this role will understand what wellbeing and inclusion means for organisational culture, and will have a proven track record of leading in this area.

Key Accountabilities

- Develop an organisational employee Health & Wellbeing Strategy, and delivery plan, which covers all aspects of wellbeing within the workplace
- Serve as a subject matter expert in Health, Wellbeing and Inclusion at work
- Contribute to the development of an Equality, Diversity and Inclusion strategy, through the lens of inclusion within the workplace
- Lead on the implementation plans of both the wellbeing and inclusion strategies
- Promote the Five Ways to Wellbeing across the SBC workforce, at both strategic and operational levels
- Develop strategic and operational relationships both internally and externally to promote the health, wellbeing and inclusion of SBC's workforce
- Create and deliver presentations and facilitate engaging workshops as well as facilitate team discussions when needed
- Work closely with the HR Operations manager to manage our Employee Assistance Programme to maximise and evaluate this programme on an ongoing basis
- Evaluate the impact of interventions and then present these back to a wide range of stakeholders

including senior leaders

- Maintain an up-to-date awareness of key public health developments through liaison with local, regional and national organisations, e.g. Public Health England. Local Government Association, NHS provider Trusts, NHS Swindon Clinical Commissioning Group, NHS England and Department of Health
- Be responsible for budget Management, forecasting and monitoring; ensuring work is well planned, demonstrates value for money and is monitored effectively.
- Identify and seek opportunities for external funding to offset costs or generate new projects.
- Act as a matrix manager to the wider OD team, taking an active role in contributing to team and individual development
- To provide expertise, advice, and guidance to SBC on improving the mental health and wellbeing of colleagues to increase productivity and reduce sickness absence and presenteeism

Knowledge & Experience

- Proven experience of delivering successful organisational interventions focussed around healthy and inclusive workplaces
- A sound knowledge and understanding of the key principles and research within the health, wellbeing and inclusion fields
- Proven success of multi-sectorial collaborative working with a range of colleagues and teams and partners
- A sound knowledge and understanding of working across a diverse range of colleague groups and services
- Experience using a range of innovative approaches to employee engagement
- Experience of evaluating data and translating trends into actionable and measurable interventions
- Experience of managing programmes from development through to delivery including managing people, projects, contracts and budgets
- Experience of interpreting and implementing strategies and policies; including the development of action plans to initiate work and improve performance.
- Substantial and successful experience of working independently; through collaboration and as part of a multi-disciplinary team
- Experience in managing multiple stakeholders, with potentially competing requests for priority

- Experience of communicating with a wide range of audiences, and strong experience of innovative approaches to employee engagement
- Excellent communication and influencing skills

Qualifications

- Project Management qualification
- Qualification in a health, counselling or psychology related field or equivalent relevant experience
- UKPHR practitioner registered (or willing to work towards this)

Decision Making

- Demonstrable experience as a strategic thinker, with a proven track record of translating strategy into high-impact deliverables
- Day to day operational decision making on deliver on a range of projects, in line with good practice and legislation
- Excellent organisational skills, time management and prioritisation
- Complex problem solving skills and ability to respond to sudden unexpected demands.
- Ability to identify areas requiring action based on analysis and competing demands.
- Familiarity with common sources of public health and healthcare data.
- Decisions around confidentiality/safeguarding; understanding need for escalation as appropriate
- Deputising for the senior colleagues in HROD as required

Creativity and Innovation

- A high level of creativity; working independently on ideas as well as inspiring teams and partners to think and work innovatively.
- Experience of delivering information and presentations to a range of audiences, through a range of methods
- Ability to express complex concepts and reports and making them accessible for all
- Committed to personal and professional development; keeping up to date with local, regional and national developments around workplace health and inclusion agenda to ensure knowledge and practice is current.
- Effective planning skills to plan own workload and work within devolved parameters and prioritising workload effectively.
- A sound track record of developing own skills and a high degree of self-reliance.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Session/Project Colleagues (as required) <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Safeguarding • Session planning and delivery • Promotion and events • Training 	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>No</p>
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Contacts and Relationships

- The post holder will work directly with all directorates and levels of colleagues within the organisation, Unions, the Employee Influence Forum and other colleagues groups. They will create and sustain good working relationships with these partners.
- Strong communication skills are vital, using interpersonal, verbal and written skills to build relationships and provide a compelling narrative around the wellbeing and inclusion agenda
- Excellent negotiating and influencing skills across a range of partners, teams and bodies
- Excellent engagement and relationship skills, ensuring that partners feel empowered and supported to carryout work; ultimately building capacity and sustainability.
- Strong presentation skills and confidence in public speaking and addressing large and senior audiences

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest

possible levels of productivity and performance.

Other Key Features of the role

- The post holder will be expected to work independently without the need for substantial supervision to deliver work of high quality. They will be expected to be flexible and able to manage several different tasks/projects concurrently.
- The post holder will be expected to be able to cope with multiple and changing demands, and to meet tight deadlines. A high level of intellectual rigour, relationship building and flexibility are required.
- This role profile aims to reflect the purpose and level of responsibility of the role. It is not an exhaustive checklist of tasks or an explanation of how duties are undertaken or the skills and competencies required to do the job.
- Occasional evening work/weekend may be required

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	