

Job Description



Job Title: HR Consultant - Wellbeing and Recognition	Service Area: Human Resources & Organisational Development	
Directorate: Resources	Reports to: Senior HR Consultant (Policy & Reward)	
Grade: PO3	Post Number: TBC	Evaluation Number: TBC
Date last updated: May 2023		
Equality and diversity		
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.		
Protecting our staff and services		
Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.		
Corporate parent		
We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.		

Overall Purpose of Job

Manage and co-ordinate the provision of wellbeing activities and events, and the wellbeing steering group.

Facilitate staff forums and mental health first aiders, supporting their agendas and outcomes.

Assist the management of the Occupational Health Service (OHP) and Employee Assistance programme (EAP), including contract management.

Support the wellbeing requirements of the total reward strategy including recognition activity and events, flexible working practices and flexible benefits programmes.

Support the development, implementation, and maintenance of wellbeing policies, procedures, and best practice, ensuring these are strategically aligned to the organisation's vision and short and long-term objectives.

Job Summary

Support the work of the Policy and Reward team to create an inclusive people management framework for the organisation. This will include projects and activities in relation to: health and wellbeing, staff benefits, and staff recognition.

Assist with the development and maintenance of policy, guidance and procedures, which enable managers to carry out their people management responsibilities in relation to the work of the Pay and Reward team.

Responsible for supporting a range of projects to ensure staff are supported at work and rewarded fairly, in relation to staff benefits, staff recognition and health and wellbeing.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Deliver a professional wellbeing service that meets strategic objectives and positively influences the employee's experience.
2. Support the development and implementation of a reward strategy.
3. Lead on the wellbeing aspects of our total reward approach including recognition, wellbeing and health, staff forums and engagement.
4. Lead on the development and improvement of wellbeing policy, procedure, or guidance, ensuring they are current, inclusive and fit for purpose.
5. Partner with Health and Safety and Public Health colleagues to ensure that there is a joined-up approach to health and wellbeing.
6. Support the development and ongoing delivery of events and activities which recognise the contribution made by staff.
7. Support the review and maintenance of terms and conditions of employment, staff benefits, and health and wellbeing provision.
8. Support the implementation of policies, events, and other interventions and activities, ensuring these are effectively promoted and communicated across the organisation, engaging with stakeholders as appropriate.
9. Support the commissioning, procurement, management, and monitoring of contracts and/or external providers, in relation to the areas of activity assigned, and in line with council procedures.

10. Manage all process and administration requirements, ensuring all activities are completed on time and relevant records are maintained. Retain all documentation in line with service requirements.
11. Support the development of HR policy, informed by research, benchmarking, data, and evidence, and engaging key stakeholders, ensuring they align to the strategic aims of the organisation, drive performance, mitigate disputes and meet legislative requirements.
12. Inform, engage, and consult with recognised Trade Unions and other key stakeholders on the development and implementation of policies and procedures.
13. Ensure equality, diversity and inclusion are ingrained in all employment policies, procedures, and practices.
14. Support the preparation for, and completion of equality impact assessments on all new and amended policies and procedures.
15. Support the commissioning, procurement, management, and monitoring of contracts and/or external providers, in relation to the areas of activity assigned, and in line with council procedures.
16. Build and maintain constructive relationships with Trade Unions, leading on corporate consultation or negotiation for areas of responsibility as appropriate.
17. Responsible for continually developing own skills and professional development to maximise personal contribution to the role and wider team.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Knowledge of key issues and developments relating to people management practice and employment law Knowledge and understanding of one or more of the following: <ul style="list-style-type: none"> • Staff benefits • Health and wellbeing • Staff recognition 	Application and interview Application and interview
EDUCATION/QUALIFICATIONS MCIPD, or equivalent	Application and interview

<p>SKILLS AND ABILITIES:</p> <p>Excellent interpersonal skills to engage, communicate and influence</p> <p>Able to form effective working relationships with colleagues, senior leaders, service providers and colleagues in other local authorities</p>	<p>Application and interview</p> <p>Application and interview</p>
<p>EXPERIENCE</p> <p>Experience of supporting the design and implementation of people management policies and procedures</p> <p>Experience of project working</p> <p>Experience of engaging and influencing others</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Self-motivated, well organised, and able to manage competing priorities</p> <p>Able to work flexibly and adapt to change</p> <p>Able to challenge resistance from others</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>None</p>	