

Job Profile

Job Title:	Wellbeing Consultant
Directorate	Resources
Service/Section:	Human Resources & Organisational Development
Post Number(s)	TBC
Job Evaluation Number	TBC
Grade:	G7
DBS required	Not required
Date last revised	May 2023
Reports to	Policy and Reward Manager

Reporting staff:
None.

Purpose of Role

Manage and co-ordinate the provision of wellbeing activity and the wellbeing steering group.

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

Manage 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.

Duties and Responsibilities

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.

Last Date Updated	Last Date Evaluated	Owner	Approved by

7. 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.
8. Lead on the dissemination and/or implementation of HR policy, procedure, guidance or other activities or initiatives.
9. Provide reports on wellbeing matters and service provision, identifying trends, gaps and making recommendations for improvement.
10. Develop effective relationships with managers in business areas and with HR&OD colleagues in order to share best practice and drive service improvements.
11. Build and maintain constructive relationships with Trade Unions.
12. Responsible for continually developing own skills and professional development to maximise personal contribution to the role and wider team.

Additional Requirements:

Comply with any and all legislation and good practice appropriate to the work you undertake, and particularly that related to:

- Safeguarding
- Information security and confidentiality
- Equality, diversity and inclusion
- Health and safety

This is an unprecedented time of social, technological and financial change. The Council needs all staff to embrace change by demonstrating a flexible attitude to work, understanding that for us to provide excellent services to the people of Havering, you may be required to undertake other duties in line with the overarching nature of this role and your level of skills and responsibility.

Embrace the Council's iCare values and behaviours in all aspects of work and service delivery.

Person Specification

Qualifications
MCIPD or equivalent with evidence of CPD
Experience
<ul style="list-style-type: none">• Experience of building effective relationships and working closely with managers to deliver organisational focused outcomes• Experience of leading projects in large, diverse organisations• Experience of providing clear and unambiguous advice on health and wellbeing issues, exercising judgment and analytical skills
Skills and Attributes
<ul style="list-style-type: none">• Excellent interpersonal skills to engage, communicate and influence• Able to form effective working relationships with colleagues, senior leaders, service providers and colleagues in other local authorities• High level of resilience• Self-motivated, well organised, and able to manage competing priorities• Able to work flexibly and adapt to change• Able to challenge resistance from others• Excellent stakeholder management• Proficiency in IT applications, including MS Teams, Word and Excel• Data awareness and understanding of statistics• Strong orientation towards customer experience and responsiveness• Ability to maintain confidentiality and sensitivity in all circumstances• Ability to work collaboratively with others• Proactive approach and 'can do' attitude