



COLEG CAMBRIA

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Health and Wellbeing Specialist

Reports to: HR Projects Manager

Salary range: Business Support points 28-31

Main Purpose of Job:-

- Responsible for developing and implementing an Employee Health and Wellbeing Strategy for our people across the College

Responsibilities and accountabilities:

- Develop and embed the Employee Health and Wellbeing Strategy across Coleg Cambria
- Work with Human Resources and the Learning and Development teams to assist in the development of and to review policies, procedures and practices which promote colleague wellbeing
- Work with the key student support stakeholders to create a holistic approach to wellbeing and driving an inclusive, trauma informed and relational culture for both colleagues and students
- Promote wellbeing initiatives for colleagues across the group and consider how colleagues can be empowered to practice self-care.
- Implement methods to measure and monitor Colleague wellbeing and the impact of initiatives.
- Work as part of the health and wellbeing cross college groups
- Manage , monitor and provide updates to Health and Wellbeing KPIs and key metrics which contribute to impact review processes.
- Evaluate the current offering of Health and Wellbeing provision, providing an improvement plan/actions where necessary.
- Lead the network of wellbeing champions.
- Lead on all wellbeing communications and manage all intranet related pages on wellbeing, including the Health and Wellbeing Hub and Happeo pages.
- Refresh and evolve the wellbeing offer to ensure the emerging needs of the workforce are met
- Undertake project work and ensure key wellbeing objectives are achieved

- Responsible for ensuring an excellent standard of both verbal and written communication
- Responsible for providing high standards of customer service at all times both internally and externally

Special Features:

- This role is a cross college role and will need to travel across all sites as necessary.

Miscellaneous:

To safeguard and promote the welfare of children, young people and adults at risk who are students of the College

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: Date.....
POSTHOLDER

Signed: Date.....
HR Advisor

Person Specification

Attributes		Item	Relevant Criteria	How Identified	Essential/Desirable
1	Qualifications & Training	1.1	Level 2 English and Maths qualifications (or equivalent) at Grade 4 (C) or above	A/C/I	Essential

		1.2	Currently holds a Level 2 Digital Literacy or is willing to work towards	A/C/I	Essential
		1.3	Degree qualification in relevant subject area	A/C	Desirable
		1.4	CIPD Level 5 qualified	A/C	Desirable
2	Relevant Experience	2.1	Experience of successful and timely delivery of organisation-wide projects on wellbeing	A/I	Essential
		2.2	Experience of coordinating projects within a HR department	A/I	Desirable
		2.3	Experience implementing and executing a successful Wellbeing Strategy	A/I	Essential
		2.4	AN understanding/experience supporting neurodiversity and learning differences	A/I	Essential
3	Specialist Knowledge & Memberships	3.1	Knowledge of potential barriers to health and wellbeing as well as current and relevant health and wellbeing practises	A/I	Essential
		3.2	Able to communicate fluently (both written and verbal) through the medium of Welsh	A/I	Desirable
4	Skills and Abilities	4.1	Strong communication skills and ability to quickly build and maintain key relationships with a diverse and complex range of colleague and student stakeholders.		
		4.2	Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing to learn how to use new IT packages and systems	A/I	Essential
		4.3	Able to work as part of a wider team, and be flexible and adaptable when required	A/I	Essential
		4.4	Able to plan and manage own workload, ensuring deadlines are met.	A/I	Essential
		4.5	Excellent organisational skills	A/I	Essential
		4.6	Excellent time management skills	A/I	Essential
		4.7	Excellent communication skills both written and verbal	A/I	Essential
		4.8	Able to demonstrate personal resilience in order to cope with a range of difficult situations	A/I	Essential
		4.9	Proactive and self-motivated.	A/I	Essential
		4.10	Takes personal responsibility for delivering quality work.	A/I	Essential
		4.11	Identifies opportunities to improve and develop existing practices.	A/I	Essential
		4.12	Committed to working towards the departments shared goals and objectives	A/I	Essential
5	Attitudes and beliefs	5.1	A commitment to the college's culture which places people at the centre of everything we do.	A/I	Essential
		5.2	A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders.	A/I	Essential

		5.3	The continuous pursuit of high standards and excellence in all services provided by the organisation.	A/I	Essential
		5.4	A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	A/I	Essential
		5.5	The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles.	A/I	Essential
		5.6	A demonstrable commitment to equality and diversity.	A/I	Essential
		5.7	An empathy and appreciation of Welsh Culture, language and heritage.	A/I	Essential
		5.8	The belief in upholding a strong organisational brand and reputation.	A/I	Essential
Key:	How Identified	A	Application		
		I	Interview		
		T	Test		
		C	Copy of Certificates		
		P	Presentation		