

BRIGHTON & HOVE CITY COUNCIL JOB DESCRIPTION

Job Title:	Health Improvement Specialist –Workplace Wellbeing
Reports to:	Consultant in Public Health
Department:	Health and Adult Social Care
Section:	Public Health
Date written:	March 2020

Purpose of the Job

The purpose of the job is to lead the development, implementation and coordination of workplace wellbeing programmes to improve health and wellbeing and reduce inequalities across Brighton and Hove.

Principal Accountabilities

Workplace wellbeing

- Lead the strategic development and implement the public health contribution to workplace wellbeing policies, practice and health promoting activities, both within Brighton & Hove City Council, businesses and in settings across various sectors in the city.
- Work collaboratively with a wide group of stakeholders, and across the City Council, to address the key health and wellbeing issues identified through the school and workplace wellbeing surveys, through developing, commissioning, facilitating and co-ordinating the delivery of health improving interventions in a range of city workplaces.
- Working collaboratively with Brighton & Hove City Council Occupational Health, HR, health improvement and communications teams and lead the public health contribution to health improving interventions for staff in Brighton & Hove City Council, other statutory organisations, the private sector as well as in the community and voluntary sector.
- Support these workplaces in the long- term implementation and maintenance of the Public Health England and Business in the Community employer toolkits, the Public Health England Local Healthy Workplace Accreditation Guidance, NICE quality standards for workplaces and health promoting

activities. This is to support organisations in an on-going commitment to workplace wellbeing, and the ability to promote healthy lifestyles and address health issues.

- Support and develop the Healthy Lifestyles Team Single Point of Contact referral pathways for employers across the city wanting to access workplace health improvement services and information.
- Co-ordinate and support and evaluate the delivery of the RSPH accredited Understanding Health Improvement in the Workplace training courses and the network of workplaces who have completed the course
- Contribute to the development of long term condition strategies, policies, programmes and training, relating to healthy workplaces promoting positive mental health and advising on tobacco control and substance misuse issues, supporting a healthy food environment and physically active workplaces.
- Co-ordinate the dissemination of best practice relating to workplace wellbeing including among stakeholders, and more widely including through training and the publication and presentation of local data.
- Lead the development and delivery of an effective marketing and publicity strategy to workplaces including the planning and implementation of engagement events and campaigns to promote Healthy Lifestyle messages.
- Work closely with Public Health Intelligence, ensure that all information and reports communicated to schools and business from the surveys and health and wellbeing checks meet appropriate Public Health standards and information governance.
- Initiate and/or contribute to applications for local, regional or national funding opportunities in order to secure monies to meet local health promotion/ health improvement needs.
- Keep up to date with national evidence of what works and build a local evidence base of good practice. Develop local health promotion resources and ensure that stock held by the Health Promotion library is up to date and reflects the needs of health promoters in the locality.
- Be responsible for the effective management of a Workplace health budget in line with corporate policy and procedure, working within existing resources, and secure additional resources to maximise health and social outcomes, including development of income generation models.
- Direct Line management and supervision of members of the healthy lifestyle team including some with a workplace health remit.

Equalities

- To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

- You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

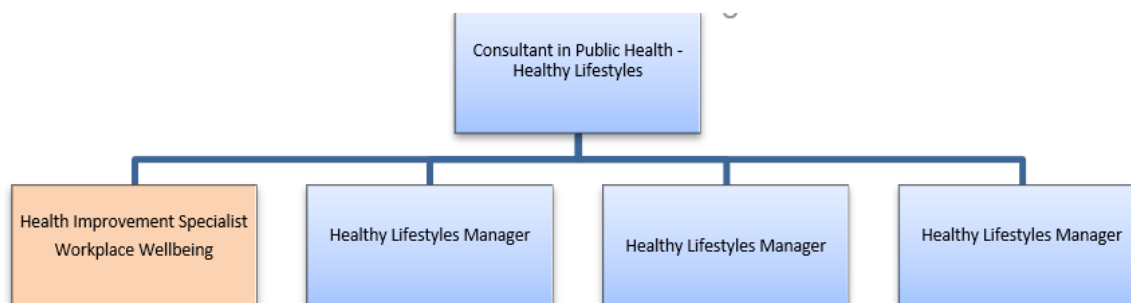
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Department:	Health and Adult Social Care
Section:	Public Health
Date written:	May 2017

Essential Criteria

Job Related Education, Qualifications and Knowledge	Knowledge and understanding of health promotion principles and models.
	Knowledge and understanding of the health issues relating to workplaces and of evidence based interventions.
	Knowledge of current developments in workplace health and wellbeing, and initiatives at a local, national and international level.
	First degree or relevant professional qualification.
	Post Graduate qualification in Health Promotion (masters or diploma with a view of upgrading) plus demonstrable experience.
	On the Public Health Practitioner Register (UKPHR), or working towards Practitioner registration by building a portfolio of competencies or commitment to developing a specialist qualification.
Experience	Substantial experience in a senior health promotion role.
	Substantial experience of engaging at senior levels in organisations
	Evidence of successful health promotion practice in a workplace context.
	Experience of developing strategic processes and protocols.

	Experience of writing successful funding bids.
Skills and Abilities	Ability to engage across sectors to promote workplace wellbeing through excellent communication and negotiation skills.
	Excellent presentation skills.
	Ability to develop, implement, maintain and evaluate effective Health Promotion interventions related to workplaces.
	Ability to work collaboratively and to lead partnership working with a range of health professionals, statutory officers and community/voluntary workers.
	Excellent planning, co-ordinating and organisational skills.
	Ability to use software - word processing, Excel, Access, PowerPoint, and email - to create reports, policies, documents and presentations.
	Ability to organise own time and work, and to be flexible with working arrangements.
	Excellent project management skills, including budget setting and budget management, and risk assessment.
Equalities	Able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.
Other Requirements	Able to work as part of a team.

Organisational Chart:



Hardest Part of the Job

- The post holder takes a lead role as public health champion for workplace wellbeing for council staff as well as in other settings, such as local businesses. The post holder will be required to engage at senior level in order to promote the adoption of workplace wellbeing principles as well as to provide support in the implementation of health promoting activities.

Dimensions

- The post holder is responsible for the development and delivery of workplace wellbeing programmes and interventions for council staff.
- The post holder is responsible for the development and delivery of workplace wellbeing programmes and interventions for organisations across the city .

Scope for Impact

- Successful delivery of workplace wellbeing will have a positive effect on organisations productivity and finances. Sickness absence costs the economy £14 billion a year, the workplace wellbeing programme helps to reduce sickness absence rates and the initiatives being carried out help to create healthier and ultimately happier workforces.
- Successful delivery will help organisations achieve a culture change whilst highlighting commitment to the health and wellbeing of staff.
- Successful delivery will also support the delivery of the Brighton & Hove Joint Health and Wellbeing Strategy 2019-2030 through the promotion of healthy lifestyles and wellbeing.