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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Health and Wellbeing Improvement Practitioner |
| **Reports to** | Head of Occupational Health and Wellbeing |
| **Band** | 6 |
| **Department/Directorate** | Occupational Health and wellbeing / People |

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| **JOB PURPOSE** | |
| In this full time post, the post holder will monitor and facilitate delivery the Health and Wellbeing Strategy and Action Plan across the Trust, to include facilitating and chairing the Health and Wellbeing Working Group.  The post holder will attend and co-ordinate the Stress Sub Group and undertake relevant actions arising from the Group including assisting the Chair or Lead Counsellor to produce an assurance report to the Health and Safety Committee.  The post holder will produce a report to the Health and Wellbeing Group and assist in producing the report to the local CCG to help the Trust meet its CQUIN objectives.  The post holder will provide support, training and awareness raising programmes for all employees of the Trust and other external clients, to support health and wellbeing. If indicated, relevant training will be provided for delivering these activities.  The post holder will actively contribute to the development and implementation of staff wellbeing programmes, including road shows and staff events and strategies.  The post holder will work to gain recognition for the Trust from health and wellbeing awards and charters.  The post holder will co-ordinate and help deliver the Trust annual flu campaign. | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| The post holder will:   * To monitor and facilitate delivery of the Health and Wellbeing Strategy and Work Plan across the Trust, to include facilitating and chairing the Health and Wellbeing Working Group. This group will then report to the Health and Wellbeing Group. * Attend and co-ordinate the Stress Sub Group and undertake relevant actions arising from the Group including assisting the Chair or Lead Counsellor to produce an assurance report to the Health and Safety Committee. * Produce a report to the Health and Wellbeing Group at the quarterly meetings and assist in producing the Trust report to the local CCG to help the Trust meet its CQUIN objectives. * Assist in the provision of a high quality comprehensive health and wellbeing service to the Trust providing support, training and awareness, developing programmes for all employees of the Trust, to support staff health and wellbeing. * Work with other partners and agencies in promoting health and wellbeing, identifying accreditation programmes for the Trust to become part of updating and reviewing existing accreditations as necessary as well as working to gain recognition from national and local health and wellbeing awards e.g. Public Health Responsibility deal. * Be an active member of the Health and Wellbeing network and network successfully with colleagues in the region, where possible benchmarking/ auditing information across other organisations and Trusts. * Deliver health and wellbeing campaigns, road shows and events for staff across the region. * Promote national health and wellbeing campaigns as well as other health and wellbeing messages to staff to raise awareness and help maintain staff engagement. * Co-ordinate and assist Occupational Health and wellbeing manager deliver the Trust annual flu campaign. | |
| **KEY WORKING RELATIONSHIPS** | |
| Internal   * Occupational Health Team (internal and external) including Physicians, Nurse Manager, Nurse Specialist, Occupational Health Nurses, Physiotherapists, Counsellors, Business and Clinical Support Manager etc. * Executive Team, senior and other managers. * Human Resources Directorate Business Partners * Infection Control Team * Safety and Risk team * Various divisions and departments in the Trust e.g. Dietetics, Estates, Catering, Learning and Development. * Staff at all levels, grades and professions. * Trade union representatives | External   * HR, Health and Wellbeing and Occupational Health colleagues from other Trusts. * Colleagues from the NEW Devon CCG, Public Health England, Health Promotion Devon, Devon County Council, Exeter City Council. * External clients of Exeter Occupational Health Services e.g. University of Exeter and University of Plymouth. * External agencies and charities. |

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| **ORGANISATIONAL CHART** |
| Associate Director of Nursing  Associate Director of Wellbeing Inclusion and Experience    Head of Occupational Health and Wellbeing  **Health and Wellbeing Improvement Practitioner**  Head of Staff Support & Counselling Services  Business and Clinical Support  Manager  Locum Appointed for Service  (LAS)  Associate  Specialist  in OH Medicine  Occupational Health Physiotherapists  Occupational Health Advisers 5  Admin Manager  Occupational Health Practice Nurses 3    Staff Counsellors 2  \_\_\_\_\_\_\_\_ Management accountability  Clinical accountability |
| **FREEDOM TO ACT** |
| The Health and Wellbeing Advocate is expected to:   * Take responsibility for managing and planning their own work load and priorities appropriately and to seek guidance from the Health and Wellbeing Lead as required. * Work on their own initiative and with autonomy within Trust policies. * Continuously horizon scan to ensure the Trust remains at the forefront of health and wellbeing developments, making adjustments to plans where necessary. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder is required to:   * Interact effectively with staff of all levels throughout the Trust, the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. * Assist in delivering the Health and Wellbeing Strategy and Work Plan across the Trust, to include facilitating and chairing the Health and Wellbeing Working Group. * Communicate business sensitive information and update key committees within the organisation on progress against the health and wellbeing action plan, obtaining agreement and /or co-operation in relation to development plans and the sickness management agenda. * Represent the Trust at external events and clients e.g. NEW Devon CCG, Public Health England, Health Promotion Devon, Devon County Council, Exeter City Council, University of Exeter * Ensure the health and wellbeing information on the staff intranet is maintained and current. * Work with the Occupational Health team, Infection Control team, peer vaccinators and relevant divisions/ departments to co-ordinate and deliver the annual flu campaign. * Organise and Deliver Health and Wellbeing training programmes for staff e.g. Mental Health First Aid. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will:   * Gather and present range of business performance information relating to sickness absence and the wider health and wellbeing agenda to assist in providing affective health and wellbeing strategies. * Monitor delivery of various items on Work Plan and produce regular update reports. * Provide and promote health campaigns that run effectively and with empathy in accordance with Trust policy(s). * Work closely with relevant Occupational Health staff to improve sickness absence and staff Health and Wellbeing across the Trust, identifying any areas for improvement or collaborative working. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will:   * Plan, organise and prioritise own workload as appropriate, exercising good personal time management, punctuality and consistent reliable attendance. * Incorporate relevant actions and initiatives/ programmes arising from the Stress Sub Group into the Trust’s Health and Wellbeing Strategy and Work Plan. * Deliver the Trust’s Health and Wellbeing Strategy and Work Plan, encouraging the staff community to access the Trust’s lifestyle services which supports the care of patients. * Assist divisions by training trainers to deliver health and wellbeing programmes including mental health first aid, mindfulness, managing stress at work courses. * Support staff to recognise and change their current lifestyle and to identify how their way of life might affect their health and well-being; being respectful and non-judgemental. * Signpost employees effectively and efficiently to relevant services available to support their health and wellbeing within the Trust and local community as appropriate. * Promote health campaigns and initiatives as set out in the Health & Wellbeing Action Plan. Assist in identifying gaps in access to healthy lifestyle services for Trust staff, liaising with other departments and external bodies/ agencies who can provide services as required. * Organise and deliver health and wellbeing programmes, events, training and initiatives as set out in the Action Plan, including road shows and staff events, liaising with Health Promotion Team and other teams as appropriate. * Establish, facilitate and chair the Health & Wellbeing Working Group and work with others to deliver the health improvement strategy and action plan. * In conjunction with the Health and Wellbeing Working Group, identify any actions in relation of staff health and wellbeing resulting from the staff survey and to monitor completion of these actions. * Plan flu campaign for the year including ordering vaccines for the Trust and the Occupational Health client, reviewing flu material and working with senior clinicians to ensure Patient Group Direction is up to date. * Help collect flu vaccination figures for Trust indicators (e.g. Jab-O-Meter) and for reporting to Imm Form. * Organise workshops, including selection of venue, provision of materials and delivery of training on own subject. |
| **PATIENT/CLIENT CARE** |
| * Assists patients/clients during incidental contact. * Delivering educational events to individuals or departments * Deliver health promotions clinics or events for individuals or departments. Provides specialised health improvement advice which supports the care and education of patients * Ability to deal sensitively with members of staff relating to their health and wellbeing in the workplace * To assist nursing staff when delivering vaccinations to students or staff. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post-holder will:   * Participate in the implementation of policies and propose changes / contribute to the development of Trust policies, procedures and strategies to contribute to service improvement for health and wellbeing activities. * Design and deliver training and materials around recognising and managing mental health issues in the workplace, including policies, procedures and support systems. * Implements national and local policies within local community, policies impact across a large number of community groups, areas * Embed staff training opportunities in own area into the Trust’s training programme. * Design, co-ordinate and if appropriate help deliver physical activity programmes. * Design, create and implement easy to access tools and materials for staff and managers. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will:   * Work with Business team to apply for funding and ordering resources for road shows and staff events which are value for money and within specified budget. * Ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use. * Contribute to reducing costs by helping to decrease the sickness absence rate by raising health and wellbeing awareness and delivering the action plan. |
| **HUMAN RESOURCES** |
| The post holder will:   * Maintain and develop positive employee relations and wider employee involvement in partnership with recognised local/divisional staff side and regional trade union representatives ensuring the best principles of partnership working are apparent. * Working with Occupational Health administrative staff to ensure clinics are set up and individuals are booked in. * Attend meetings and deliver coaching and training to managers in areas around staff health and wellbeing. * Co-ordinating and leading the Health and Wellbeing Working Group. |
| **INFORMATION RESOURCES** |
| The post holder will:   * Handle statistical information, recording and manipulating information and entering data, using computer software to analyse information and present data. * Manage, maintain and develop paper based and computer filing systems. * Via reports produced by the OH Business and Clinical Support Manager and Workforce Information department provide information, analysis and advice relating to issues affecting health and wellbeing of staff. * Initiate and produce reports for Trust wide committees. * Write articles for publication on the intranet to promote Health and Wellbeing work. * Ensure national and local pledges and aspirations are kept up to date. * Keep up to date the Health and Wellbeing information and resources on intranet and internet in conjunction with the Communications Team. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will:   * Undertake surveys and audits as necessary to their own work i.e. Staff Health Needs Assessment. * Analyse results of surveys (HWB indicators of staff survey) and make adjustments to plans where appropriate and with supporting evidence. |
| **PHYSICAL SKILLS** |
| * Advanced keyboard use and advanced use of IT packages to manipulate Occupational Health and sickness absence and other data, both written and electronic. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  Proportion of line managers whose job descriptions include supporting employee health and wellbeing.  This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Health and Wellbeing Improvement Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Degree level qualification in relevant subject or equivalent demonstrable experience * Knowledge of administrative procedures and managerial skills, project monitoring acquired through degree or equivalent level experience * Experience of working in a health and wellbeing role * Evidence of Post graduate / Health promotion related qualification * Have relevant specialist qualification Willingness to undertake relevant qualification(s) to be a specialist * Delivering clinical / non clinical training or health campaigns eg MHFA | E  E  E  E  E  E | D |
| **KNOWLEDGE/SKILLS**   * Up to date knowledge of health and wellbeing strategies * If applicable, able to work within NMC/ HCPC or other professional equivalent Codes of Conduct * Ability to provide accurate and up to date health and wellbeing advice to staff at all levels * Ability to actively encourage staff involvement * Ability to communicate effectively * Ability to prioritise work and achieve objectives * Ability to analyse data and produce meaningful and accurate reports and analysis. * Project management skills * Ability to contribute to the development and delivery of training programs to a range of staff and motivate individuals to improve their health * Good computer skills, including MS Word, MS Excel, MS Publisher or relevant database(s). * Experience of delivery of flu immunisation program or health promotion programme * Venepuncture skills | E  E  E  E  E  E  E  E  E | D  D  D |
| **EXPERIENCE**   * Concentration required in the development and analysis of reports * Experience of working in a health and wellbeing / health promotion role * Experience of working in the NHS * Event Management | E | D  D  D |
| **PERSONAL ATTRIBUTES**   * Ability to deal sensitively with members of staff relating to their health and wellbeing in the workplace * Ability to communicate with a wide range of staff and external organisations effectively * Ability to manage a number of tasks at one time, including frequent interruptions. * Ability to analyse and interpret reports and data * Ability to work flexible hours * Ability to use a VDU for long periods at a time. * The ability to travel other locations in Devon, Somerset and Cornwall as required for training events and meetings * May lift health improvement materials/display equipment | E  E  E  E  E  E  E  E | D |
| **OTHER REQUIRMENTS**   * The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. * Ability to travel to other locations in Devon, Somerset and Cornwall as required * Adaptable to changing needs of the service * Willingness to undertake skills training related to the specialty * Current full driver’s licence * Use of car to undertake off site visits | E  E  E  E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y | x |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | Y |  | x |  |  |
| Driving | Y |  | x |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | x |  |  |
| Mental Effort | Y |  |  | x |  |
| Emotional Effort | Y |  | x |  |  |
| Working in isolation | Y |  |  | x |  |
| Challenging behaviour | N |  |  |  |  |