JOB PROFILE

Job Title: Health and Wellbeing Officer

Accountable to: Director of HR & Organisational Development and/or HR Manager (Strategy)

Responsible for: Health and Wellbeing Coordinator

Key Working Relationships: HR Senior Management Team, HR Business Partners, HR Officers, Heads of Service, Service Managers, Office Managers, Internal and External Stakeholders e.g., Occupational Health, Recruitment Partners.

Role Requirements: (See attached person specification)

Terms of Employment

Band: 4

Salary: £27,591-£31,836 per annum

London Weighting: £4,250 per annum for staff with a permanent work base in Greater London.

Superannuation: The pension scheme used by Cafcass is the West Yorkshire Pension Fund (a Local Government Pension Scheme). This is also our auto enrolment scheme. Contribution rates are based on a tiered system.

Annual Leave: 28 days rising to 33 days after 5 years reckonable service, inclusive of 3 privilege days to be taken between Christmas and New Year plus any of the bank/public holidays.
JOB SUMMARY:

- Coordinate and build upon Cafcass’ Employee Wellbeing strategy to ultimately enhance engagement, productivity levels and reduce sickness absence;
- To build and co-ordinate a national network of minimum level 3 Health and Fitness qualified professionals to deliver a local range of local activities such as: 1-1 consultations; exercise classes; open surgeries; seminars on health and wellbeing.
- Lead and develop an internal network of non-qualified health and wellbeing champions to act as day-to-day sources of information and promoters of healthy lifestyles
- To be proactive in looking for new methods, techniques and initiatives that will continually enhance the Cafcass Employee Wellbeing Strategy.

MAIN DUTIES AND RESPONSIBILITIES:

Safeguarding

1. To be committed to the safeguarding of children, and to support and contribute to organisational wide activities to meet statutory and professional responsibilities with regard to safeguarding children.

Service Effectiveness Including Information Management

1. To lead promotional campaigns increasing staff awareness and take up of the range of available resources, ultimately leading to healthier lifestyles amongst Cafcass staff.
2. Provide qualitative and quantitative analysis of the impact of wellbeing related activities in report format.
3. Implement and maintain online systems which allow staff to measure and track their progress on their personal health and wellbeing targets.
4. To adhere to data protection regulations and the Cafcass Information Assurance policy, particularly in relation to personal information of staff related to sickness or medical conditions.

Support to Achieve Effective Service Delivery

5. To provide a consistent national programme of expert, professional and tailored health and wellbeing advice and support to staff as and when needed, on topics such as diet, exercise, stress management, posture and other topics as requested by staff.
6. To co-ordinate a national network of Level 3 Health and Fitness qualified Health and Wellbeing Specialists, who will run exercise and fitness classes across Cafcass offices. This will include: sourcing new specialists as and when needed, ensuring value for money; negotiating pricing and schedules with each specialist; leading on both local and national communication strategies to ensure a high attendance.
7. To personally run seminars as might be required within Cafcass on topics such as nutrition, posture, exercise and other topics that might be requested by Cafcass staff.
8. To capture and analyse staff feedback, adapting services where required.
9. To be proactive in reviewing new research related to fitness, diet and exercise and promoting this to staff via appropriate communication channels.
10. To be a role model for health and wellbeing in the workplace, encouraging positive lifestyle choices and being a source of information for staff to access.

**Engagement and Partnership Working**

11. To line manage and supervise a Health and Wellbeing Coordinator, responsible for administrative support to the network of Health and Wellbeing specialists.

12. To build and maintain strong working relationships with the network of Health and Wellbeing specialists, to ensure a range of exercise and fitness classes are available for all members of staff.

13. Be an effective representative for Cafcass and to act at all times in a professional manner consistent with representing Cafcass as an important national organisation supporting some of England’s most vulnerable children and young people.

14. Promote and embrace diversity and equality and ensure practice and engagement is free from discrimination and in accordance with Cafcass policy and practice.

15. Be a pro-active team player and play a full part in meetings and events as appropriate and required.

**GENERAL**

16. Undertake any other duties commensurate with the grade and as requested.

17. To work in accordance with Cafcass’ policies and procedures;

18. To assist in maintaining a safe working environment in accordance with Health and Safety policy and regulations;

19. The post holder may be required to travel occasionally to attend meetings or training events, including work towards the academic elements of the role, as required;

*This job profile is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the postholder will be subject to review as part of the individual performance review process.*
CAFCASS HEALTH AND WELLBEING OFFICER
PERSON SPECIFICATION

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<th>Qualifications</th>
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<td>• Degree level qualification in relevant subject related to management, business or Human Resources, or relevant experience;</td>
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<tr>
<td>• Minimum Level 3 Health and Fitness Education (HFE) qualification or equivalent.</td>
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<th>Skills Areas</th>
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<td><strong>1. Safeguarding</strong></td>
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<td>• Able to demonstrate an awareness of the importance of safeguarding to the work undertaken by Cafcass, and the ability to assess and identify risk.</td>
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| **2. Service Effectiveness** |
| Skills to be demonstrated: |
| • Sound technical knowledge of factors impacting on day-to-day wellbeing. |
| • Proven track record of ability to engage and achieve ‘buy-in’ to healthy lifestyle of non-experts. |
| • Solid analytical skills with the ability to provide qualitative and quantitative analysis of impact and effectiveness of health and wellbeing activities. |
| • Ability to communicate health and wellbeing advice and knowledge effectively to a wide range of stakeholders through a range of medium. |
| • Ability to use a wide range of Microsoft Office packages particularly in the areas of Word, Excel and Outlook. |
| • Able to analyse feedback from classes and seminars to make subsequent improvements based on this. |
| • Ability to identify and propose improvements to both the wider HR service and the health and wellbeing package available to staff to support improvements to organisational effectiveness. |
| • Good listening skills and excellent verbal and written communication to be able to provide tailored health and wellbeing advice to individual staff members. |
| • Knowledge of the importance of and experience of working with and maintaining confidential records and information. |

| **3. Support to Achieve Effective Service Delivery** |
| Skills to be demonstrated: |
| • Experience of presenting to groups and leading classes on a range of health and wellbeing topics; |
| • Ability to research and condense information from multiple sources into succinct
communications that will have a significant impact on staff health and wellbeing.

- Knowledge of conditions that may lead to staff absence and, importantly, what treatments, exercises or lifestyle changes would help mitigate the impact of them.
- Ability to work accurately and to tight deadlines.
- Ability to adapt to a changing environment.
- A high level of motivation and commitment.

4. **Engagement and Partnership Working**

Skills to be demonstrated:

- Building strong working relationships to develop and manage a network of Health and Wellbeing Specialists across Cafcass.
- Provide tailored advice to staff on health, wellbeing and nutrition, using strong interpersonal skills to meet the needs of the individual;
- Communicate and learn from industry leaders in health and wellbeing to ensure the latest ideas are introduced to Cafcass.
- The ability to act as an ambassador for the Human Resources Team, portraying a professional and positive image of HR.
- Able to manage an administrative post, including providing learning and development opportunities for the individual to enhance their skillset;
- The ability to deal with sensitive matters and an understanding of confidentiality issues including data protection and health and wellbeing conditions of individuals.
- Displays sound understanding of inclusion and diversity issues in the workplace, in respect of all aspects of the role.
- Versatile, willing to learn and committed to own personal development.