**ROLE PROFILE**

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| **Role Title:** | Wellbeing Manager | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** |  | **Job family:** | *To be determined at later phase*  |
| **Grade:** |  | **Location:** | Forth Banks/ Home Working |
| **Allowances:** | shift / weekend or standby | **Politically restricted post:** | Yes |
| **Area command / Department:** | People Services | **Vetting level:** |  |
| **Reporting to:** | People Partnering and Wellbeing Lead | **Date accepted as a role profile:** |  |
| **Posts responsible for:** | Wellbeing Partner, Wellbeing Practitioner, Trauma Lead |
| **Part A – Job Description**  |
| **Overall purpose of the role:** |
| Lead and develop workplace health and wellbeing, providing an integrated and holistic approach to achieving a culture of wellness by ensuring wellbeing is understood and embedded in force activity, enabling workforce engagement and achievement of an outstanding service.  |
| **Key responsibilities of the role:** |
| **1** | Ensure the Force delivers a positive culture of health, safety and wellbeing, focussing on positioning wellbeing at the centre of what we do  |
| **2** | Lead on the development and implementation of a sustainable and innovative approach to workforce wellbeing and engagement that promotes positive physical, mental and social health, to support Northumbria Police in being recognised as a leading force in wellbeing. |
| **3** | Lead on the delivery of mental health initiatives, including Blue Light Champions and Post Incident and Trauma Support etc. |
| **4** | Manage and develop the external contracted provision of occupational health and chaplaincy services to provide high quality and value for money physical, psychological and emotional wellness products, services and initiatives.  |
| **5** | Contribute to the development and achievement of force values and ethical standards, through the promotion of corporate social responsibility, community investment, volunteering and valuing difference including impact on workforce morale; and ensuring diversity and inclusion are promoted and embedded across the force.  |
| **6** | Participate in the development of a collective culture of positive leadership, engagement and personal responsibility for learning, career development, performance and wellbeing. |
| **7** | Consult on and identify emerging issues, trends and opportunities through legislation, national guidance and best practices approaches to drive and influence decision making in relation to workforce engagement and the health and wellbeing agenda. |
| **8** | Represent the Force at national, regional and local meetings and forums to collaborate and share best practice through the development of effective working relationships with internal and external stakeholders  |
| **Part B – Scope of contacts**  |
| **Internal / External relationships:** |
| Internal: All Heads of Department and their senior management Team to advise, influence and negotiate around people management, engagement and wellbeing Key departments including Communication and Engagement, Training Finance, Procurement, Information Management, Estates and Legal in developing solutions with regard to cases and projects in delivering wellbeing and people agenda.Chief Officers and SRO in key strategic projects., Transformation Programme LeadsCollaborate and coordinate activity with other departmentsExternal: Occupational Health Provider, Counterparts in other Forces, NPCC leads, Universities and Researchers, External Providers of wellbeing, Oscar Kilo Wellbeing Service. |

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| **Part C – Competencies and Values**  |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc*  |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined*  |
| **First 6 months** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** |
| 5 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | * Educated to degree level or equivalent.
* Specialist knowledge of wellbeing and workbased health.
* Political awareness and credibility.
* Ability to manage and mitigate risks.
* Ability to understand data and how to develop this into effective information in which to base decisions.
 | * Formal leadership, management or coaching development, evidenced by a qualification or participation in a recognised programme.
* Experience working within the policing sector.
* Experience working within the wider public sector
 | Application/interview/CPD |
| Planning and organising | Ability to translate vision and strategic aims into key operational objectives and plansAbility to prioritise and complete multiple complex responsibilities and projects simultaneously. Ability to manage within budgets and to deadlines |  | Application/interview/CPD |
| Problem solving and initiative | A proven track record of problem solving and critical thinking exploring alternatives.Ability to analyse and interpret data to identify opportunities and risks.  |  | Application/interview/CPD |
| Management and teamwork | Ability to build strong working relationships, demonstrating high level of professional credibility at all levels | Experience of leading and motivating effective teams and developing a team with specialist knowledge.  | Application/interview/CPD |
| Communicating and influencing | Ability to communicate sensitively and tactfully both verbally and in writing according to audience. Highly effective written communication and presentation skills. Ability to drive change and challenge appropriately. Ability to work collaboratively and build effective relationships with people in all job roles and of all capabilities and attitudesExcellent interpersonal skills. | Strong influencing skills at senior level and previous experience partnering with senior stakeholders  | Application/interview/CPD |
| Other skills and behaviours | .High degree of self-motivation, initiative and drive, and the ability to demonstrate professional resilience and reactiveness in achieving results by enabling activity though others |  | Application/interview/CPD |