

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Wellbeing Partner	<b>Leadership level:</b>	<i>To be determined at later phase</i>
<b>Post reference:</b>		<b>Job family:</b>	<i>To be determined at later phase</i>
<b>Grade:</b>		<b>Location:</b>	Forth Banks/ Home Working
<b>Allowances:</b>	shift / weekend or standby	<b>Politically restricted post:</b>	Yes
<b>Area command / Department:</b>	People Services	<b>Vetting level:</b>	
<b>Reporting to:</b>	Wellbeing Manager	<b>Date accepted as a role profile:</b>	
<b>Posts responsible for:</b>	Wellbeing Practitioner		
<b>Part A – Job Description</b>			
<b>Overall purpose of the role:</b>			
Assist with the development and delivery of the organisational wellbeing framework, help to establish a holistic approach to workplace wellbeing and support the Wellbeing Manager to shape and embed a culture of wellness.			
<b>Key responsibilities of the role:</b>			
<b>1</b>	Support the Wellbeing Manager in the development and delivery of the Wellbeing and People Plan.		
<b>2</b>	Design and deliver wellbeing training packages across all roles and ranks. Develop and deliver coaching, training and support to managers, supervisors and Leaders so they are clear about their role in wellbeing and how best to support their teams.		
<b>3</b>	Work collaboratively with senior management teams to evolve, embed and evaluate all local wellbeing activity. Identify risks and barriers that prevent workplace wellbeing and support with solutions to remedy these risks.		
<b>4</b>	Build effective relationships with key internal stakeholders from across the force to further embed influence and drive the wellbeing agenda. Chair various wellbeing meetings with key stakeholders from differing roles/ranks across the organisation.		
<b>5</b>	Use and interpret available data to quickly identify gaps in our wellbeing provision and develop evidence-based solutions which will be relevant and meaningful to the recipients.		
<b>6</b>	Hold responsibility for the coordination of the Blue Light Wellbeing Programme, including managing the CPD programme for our Blue Light Wellbeing network and Senior Blue Light Wellbeing Ambassadors cohorts		
<b>7</b>	Build relationships with national wellbeing advisors throughout blue light emergency services to ensure an approach which is current, considerate of risks and emerging trends and consistent with the national picture.		
<b>8</b>	Support the Wellbeing Manager with the continual development, improvement and evaluation of our Occupational Health Provision – ensuring a provision which reflects the needs of modern-day policing		
<b>9</b>	Work with the wider people services team to ensure wellbeing		

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	considerations are at the heart of all our decision making, with the ability to challenge decisions which may negatively impact the wellbeing agenda.
<b>10</b>	Manage and support the Wellbeing Adviser, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.
<b>Part B – Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<p>Internal: Senior management Team and all managers and supervisors            Key departments including Communication and Engagement, Training, Information Management, Estates, People Development            External: Counterparts in other Forces, External Providers of wellbeing, Oscar Kilo Wellbeing Service.</p>	

<b>Part C – Competencies and Values</b>
<b>Northumbria competencies and values framework (NCVF)</b>
<i>Level – tbc</i>

<b>Part D – Continuous Professional Development (CPD) role 6 months <i>To be determined</i></b>	
<b>First 6 months</b>	
1	
2	
3	
4	
<b>12 months and beyond</b>	
5	

**Part E - PERSON SPECIFICATION**

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Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> <li>Specialist knowledge of wellbeing and work based health.</li> <li>Training experience or training qualification</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within the policing sector.</li> <li>Management training or qualification</li> </ul>	Application/interview/ CPD
Planning and organising	Ability to prioritise and complete projects simultaneously.		Application/interview/ CPD
Problem solving and initiative	<p>A proven track record of problem solving and critical thinking exploring alternatives.</p> <p>Ability to analyse and interpret data to identify opportunities and risks.</p>		Application/interview/ CPD
Management and teamwork	Evidence of successful management of teams, where wellbeing has been improved	Experience of coaching managers for results	Application/interview/ CPD
Communicating and influencing	<p>Highly effective written communication and presentation skills.</p> <p>Ability to drive change and challenge appropriately.</p> <p>Ability to work collaboratively and build effective relationships with people in all job roles and of all capabilities and attitudes</p> <p>Excellent interpersonal skills.</p>	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		Application/interview/ CPD