

## Job Description

---

<b>Post title:</b>	Health and Wellbeing Officer		
<b>Date:</b>	April 22		
<b>Post Number:</b>	303403	<b>Grade:</b>	H
<b>Responsible to:</b>	Communities and Wellbeing Manager		
<b>Level:</b>	Officer		

---

### Main objectives of the service

- To support the Community and Wellbeing role of the Council.
  - To co-ordinate and deliver an effective Health and Wellbeing service across the district.
  - To ensure that appropriate support is provided to a range of vulnerable groups, including the administering of grants and other forms of financial support.
  - To contribute to the work of the Communities and Wellbeing Team both in delivering improvements to Health and Wellbeing projects as well as those with wider Community benefits.
- 

### Job Purpose

- To work towards the Health and Communities Portfolio priorities by working in partnership to enable communities to be active, secure, healthy and connected.
  - To support EDC Member Representative on the Eden Health Forum and other health meetings.
  - To progress and support projects which meet the aims of the Council.
  - To ensure the council's contribution to Community Health and wellbeing is recognised.
  - To participate in other activities which assist the broad Community and Wellbeing aims of the council, to address inequalities and deliver positive Community and Wellbeing outcomes.
  - To deliver and assist others within the team in the delivery of projects and programmes within the wider Communities and Wellbeing team particularly those related to health and wellbeing.
- 

### Principle accountabilities

1. To participate in the drawing up, agreeing and implementation of a Health and Wellbeing Strategy
2. To identify funding opportunities that will enable the Council and its partners to deliver the Health and Wellbeing Strategy

3. To develop a long term action plan to ensure delivery of the Council's health priorities.
  4. To progress and support health and wellbeing projects which benefit the people and communities of Eden.
  5. To work with the Communities and Wellbeing Manager to produce strategic documents, policies and procedures ensuring thorough stakeholder consultation is undertaken to generate effective 'buy-in' from partners.
  6. Ensuring all activities are carried out in accordance with the Council's constitution, regulations, policies, and national standards.
  7. Carrying out any other duties requested within the employee's skills and abilities whenever reasonably instructed.
- 

### **Scope**

Budgetary responsibility: Very large (£75,000 to £750,000)

Staffing responsibility: None

Physical responsibility: This post has no responsibilities

---

### **Working conditions**

This post is 1 FTE.

Hours are generally worked during normal office hours and subject to the Council's flexible working schemes.

Although the role is generally office based, there will be some flexibility to work from home, subject to agreement by the line manager. There is also a physical need to move throughout office buildings and attend external meetings with a variety of different organisations. In order to meet the duties of the post the job holder must have the ability to travel independently around the District.

This post is currently designated as a Casual Car User post.

This post is subject to a basic criminal disclosure check in accordance with the Council's Employment Screening procedure.

This post is not deemed to be a politically restricted post.

---

## Person Specification

<b>Qualifications, Knowledge and Experience</b>	<b>Essential / Desirable</b>
Educated to 'A' Level or equivalent (Level 3)	Essential
IT skills including the full range of Microsoft Office	Essential
A caring approach to work as well as being personally resilient and able to deal with sensitive information appropriately	Essential
Ability to travel independently to visit clients and attend meetings	Essential
The ability to interpret complex information and deliver it in an easily understandable format.	Essential
Knowledge of local government responsibilities for health and wellbeing	Desirable
Recent, relevant experience in the management of health and social care	Desirable
Experience in Contract and Project Management	Desirable
Experience in strategy creation and implementation	Desirable
Experience of leading and chairing meetings	Desirable

## **Demonstrable and transferable Competencies and Behaviours**

### Strategic perspective

- Understands purpose of service area and how own role impacts this
- Maintains up to date knowledge relevant to role
- Aware of external factors affecting role
- Thinks ahead for the coming days and weeks

### Planning and Continuous Improvement

- Plans own workload to meet deadlines
- Delivers activities using agreed methodologies and processes
- Ensures understanding of plans and timescales
- Identifies where approaches can be improved
- Adapts to changes required in the service

### Problem solving

- Gathers relevant information to understand issues
- Uses some initiative to explore issues
- Makes independent decisions appropriate to role
- Makes suggestions which resolve issues

### Communication

- Speaks clearly and concisely
- Listens carefully to understand
- Uses plain English, appropriate language and correct grammar

### Collaboration

- Builds relationships and networks within teams
- Deals with people tactfully and diplomatically
- Shares information which helps others

### Commitment

- Takes responsibility for own actions
- Shows determination to deliver
- Controls emotions
- Treats people with dignity and respect

### Developing and leading people

- Conscientiously monitors the quality of own work
- Open to learning and personal development
- Encourages and praises colleagues
- Draws attention to things which are important