



## 1 Advertisement

**Post Title: Wellbeing Manager**

**School/department:** Human Resources/Organisational Development Team

**Hours:** full time or part-time hours up to a maximum of 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 9037

**Salary:** starting at £43,414 to £51,805 per annum, pro rata if part time

**Placed on:** 09 September 2022

**Closing date:** 06 October 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** To be confirmed

We are entering an exciting period at the University of Sussex, with a new Vice Chancellor, Professor Sasha Roseneil, and a redesigned Human Resources Executive Team, with ambitious goals. We are in the process of positioning ourselves to provide the very best employee experience for all our colleagues and we are seeking a highly experienced Wellbeing Manager to join us in a new role and to work within our Organisational Development Team. You will:

- Lead the development, creation and implementation of our employee wellbeing strategy and action plan, to support and enrich the wellbeing of all University of Sussex employees.
- Work across our four pillars of wellbeing: social, mental, physical and financial wellbeing, ensuring we have a strong inclusive offer across all four areas that is relevant and refreshed to support the ever changing needs of our employees.
- Ensure we have a wellbeing framework that is aligned with our values and our organisational purpose, that engages our employees and enables us to be recognised as an employer of choice.

Please contact Cathy McDonnell, [c.mcdonnell@sussex.ac.uk](mailto:c.mcdonnell@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division: Human Resources

You can find out more about our values and our EDI Strategy, [Inclusive Sussex](#), on our webpages.

## 3. Job Description

**Job Description for the post of:** Wellbeing Manager

<b>Grade:</b>	Grade 8
<b>School/Division:</b>	Human Resources: Organisational Development
<b>Location:</b>	Sussex House. Hybrid working (40-50% campus working, other flexible working arrangements are available)
<b>Responsible to:</b>	Assistant Director OD, Culture and Wellbeing
<b>Direct reports:</b>	N/A
<b>Key contacts:</b>	OD Consultants, HRBPs, EDI Consultants, HR Executive Team, University Leadership Team, Heads of Schools, Divisional Directors, leaders and managers, staff networks, Mental Health First Aiders, Unions, Health & Safety Team, Sports Centre teams, Head of Wellbeing Student Experience.

### Role description:

To lead the development, creation and implementation of our employee wellbeing strategy and action plan, to support and enrich the wellbeing of all University of Sussex employees. Working across our four pillars of wellbeing: social, mental, physical and financial wellbeing, ensure we have a strong inclusive offer across all four key areas that is relevant and refreshed to support the ever changing needs of our employees. Ensure we have a wellbeing framework that is aligned with our values and our organisational purpose, that engages our employees and enables us to be recognised as an employer of choice.

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## PRINCIPAL ACCOUNTABILITIES

- Lead on the provision of objective and expert information, advice and guidance for managers within the organisation on improvements to services and activities related to health and wellbeing.
- Assess health and wellbeing queries and potential issues, identifying options and recommending solutions, liaising closely with relevant operational teams.

- Support the implementation of health and wellbeing improvement solutions through planning and project management.

## **KEY RESPONSIBILITIES**

- Work closely with the Organisational Development team to ensure wellbeing is woven through people, culture and organisational development initiatives. This will include onboarding and leadership and management development.
- Work in collaboration with HR colleagues and the wider university, to build strong relationships to understand and respond to employee needs, ensuring all activities deliver the wellbeing strategy and our equality, diversity, and inclusion objectives.
- Develop, create and implement the University's employee Health & Wellbeing strategy and action plan, ensuring it is relevant, appropriate, inclusive and meets any legislative requirements.
- Create and maintain a Health and Wellbeing policy and ensure health and wellbeing is integrated into all other relevant organisational strategies, policies and procedures.
- Regularly update our health and wellbeing resources on our internal intranet and our wellbeing hub, this includes creating guides, documents and/or supporting resources to aid the wellbeing framework.
- Manage and utilise the occupational health contract to ensure employees get access to the best possible health and wellbeing offer.
- Produce timely and consistent reports around staff health and wellbeing for different Schools and Divisions, providing analysis and recommendations as appropriate.
- Ensure insight from internal sources such as exit interviews, staff surveys, wellbeing champions, wellbeing ambassadors and feedback from our OD Consultants, HR Business Partners, Sports team and Health & Safety colleagues is used to inform future wellbeing activity.
- Lead on and promote a positive approach to health and wellbeing through presenting and communicating across all levels of the university, facilitating regular events, sourcing guest speakers, delivering training, campaigns and other initiatives.
- Work with the communications team (internal and external) to ensure information and changes to our wellbeing offer are communicated clearly and appropriately within the organisation.
- Build an external network and knowledge base to maintain own professional practice, keep abreast of good practice, legislative requirements, support evidence-based decisions, and understand trends and innovation in the health and wellbeing space to keep the university's offer a sector leading one for our employees.
- Lead on the acquisition of new wellbeing platforms, with support from our Legal, Procurement and Finance teams and associated working groups. Provide options papers supporting proposals, shared with and approved by the HR Leadership Team, HR Executive.

- Train, supervise, engage and promote a network of Mental Health First Aiders, creating a diverse and sustainable peer support group.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **Dimensions**

- This role will manage the wellbeing part of the Organisational Development Team budget
- This role may have line management responsibilities in the future
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Assistant Director of OD, Culture and Wellbeing. The role holder will play a key role as part of the divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

## **4. Person Specification**

### **ESSENTIAL CRITERIA**

1. Educated to degree level, or has other equivalent professional qualification or relevant level of experience.

2. Well-developed oral and written communication skills that promote positive internal and external relationships with the ability to present policy and procedure in a way that can be understood by all.
3. Well-developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise to promote greater understanding and buy in from leadership teams and all levels of the university. Effectively contribute to positive team working to build and develop positive working relationships.
4. Ability to work autonomously, on your own initiative and as part of a team.
5. Excellent planning and organisational skills, including experience of project management approaches to lead initiatives from planning to implementation, the ability to meet deadlines and to delegate to team members where appropriate.
6. Analytical skills with the ability to generate effective solutions and make effective decisions
7. Highly competent IT skills to effectively manager own workload – MS Suite – particularly MS Excel skills. Experience using functional databases

#### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Deep and through understanding of health and wellbeing in the workplace, including managing occupational health, current sector best practice, any relevant legislation and previous experience of implementation of wellbeing practices, from concept to launch.
2. Experience of managing wellbeing related disclosures from staff and leaders in a sensitive and confidential manner and ability to engage with the appropriate members of staff who can support.
3. Excellent facilitation, presentation, and coaching skills, with the ability to adapt style to meet the needs of the audience
4. Mental Health First Aider Train the Trainer

#### **DESIRABLE CRITERIA**

5. Knowledge of the Higher Education sector.
6. NEBOSH general or Health and Wellbeing certificate