

JOB DESCRIPTION

HEALTHY WORKPLACE CO-ORDINATOR

MAIN PURPOSE

The post-holder will lead the planning, co-ordination, direct management and evaluation of the Cambridgeshire and Peterborough Healthy Workplace Programme

SUMMARY OF RESPONSIBILITIES AND DUTIES

1. To lead the development and delivery of a new Healthy Workplace programme,
2. To have lead project management responsibility for the development, coordination and delivery of all projects relating to the development of the programme.
3. To develop and implement a communications plan to raise awareness of the new programme and effectively engage and recruit employers to participate in the programme, taking into account which organisations will benefit the most in terms of improved health outcomes for its employees.
4. To develop and implement an effective evaluation framework, to monitor the effectiveness of the programme on supporting employers to improve the health and wellbeing of their employees. Ensuring a cycle of continual service improvement to maximise health and wellbeing benefits.
5. To identify and map local resources and tools to support employers address areas for action against the programme and help meet public health outcomes.
6. To provide line management and overall direction for the Healthy Workplace administrator.
7. To be the budget holder for the service and ensure that resources are allocated appropriately and managed in line with Everyone Health policies and procedures.
8. To identify and develop joint partnership working opportunities with other agencies/health professionals and external projects to provide services which enable and support workplaces to achieve and maintain a healthy workforce.
9. To provide specialist advice and guidance on workplace health to employers, for example on health and safety matters, sickness absence monitoring and improving mental health at work.
10. To contribute specialist advice to inform the delivery of evidence based health promotion/ public health interventions in workplaces
11. To develop, provide or commission training as required to support employers to improve health and wellbeing at work e.g. mental health first aid.
12. To provide briefings and update reports on progress and outcomes of the programme to the National Lead for Healthy Places.

13. To develop, maintain and review monitoring systems, processes and procedures.
14. To identify and analyse public health, economic and business related data to effectively target resources to areas of particular need or to interventions that will deliver most benefit.
15. To co-ordinate and deliver network meetings to wellbeing leads and health champions.

PERSON SPECIFICATION

1. SKILLS & ABILITIES

- Ability to direct and co-ordinate programmes of care working autonomously and collaboratively.
- A commitment to continuous service improvement with expert insight into patients' /clients' needs, so that all patients / clients receive high quality care.
- Strong planning and organisational skills, with the ability to set objectives, prioritise, provide sound judgement and decision-making, often within tight timescales
- Excellent verbal and written communication skills to ensure effective communication with a wide range of individuals including clients, colleagues, external partners and members of the public
- The ability to produce and present clear written reports and guidance, which interpret and effectively communicate/ explain complex issues
- Sound management and interpersonal skills with proven ability to work effectively with all levels of colleagues, including effective partnerships with other agencies and service providers
- Proven problem-solving skills and ability to be flexible, and exercise sound judgement and decision-making.
- Ability to think creatively, be innovative and realise the opportunities for developing projects
- Ability to confidently and competently use a variety of computer packages including the ability to learn quickly when using national and internal databases
- Ability to work as part of a multidisciplinary team, valuing the contribution of others
- Proven influencing and persuading skills sufficient to persuade others to a different course of action in difficult circumstances to ultimately improve the health and services for the local communities

2. KNOWLEDGE

- Knowledge of project management
- Good knowledge of workplace health evidence, guidance and programmes.
- Knowledge of local business networks & engaging with employers.
- Knowledge and understanding of the Patient Confidentiality Act, the Data Protection Act and the General Data Protection Regulation
- Knowledge of health improvement and effective healthy lifestyle interventions
- Knowledge of current national NHS and public health related policies and strategies and the functioning of the NHS and local authorities.
- Understanding of commissioning and procurement processes and budget management.
- Sound knowledge of clinical governance.
- Understanding of the significance of evidence based approaches to healthcare provision.
- Appreciation of the contribution that effective performance management processes can make to service delivery and improvement

3. EXPERIENCE

- Experience of leading, managing, motivating and developing a team of staff delivering a responsive, patient focused professional service.
- Experience of managing projects / services in a related area, e.g. health improvement, workplace health
- Experience of marketing and promoting health improvement services and campaigns
- Experience of working collaboratively and in partnership across multiple organisations / agencies to deliver health improvement outcomes
- Experience of budget management and financial procedures.
- Evidence of experience in embracing and implementing change to provide high quality health outcomes.
- Experience of working to challenging performance targets and achieving excellent outcomes.

4. QUALIFICATIONS

- Project management qualification e.g. Prince 2
- Training qualification

5. SPECIAL CONDITIONS

- Highly motivated self-starter with resilience, determination and the ability to see jobs through to completion.
- Role occasionally incorporates evening / weekend working, with variable high levels of travel across Cambridgeshire, working in a variety of settings including the community, youth and community centres.
- Ability to travel across Cambridgeshire as required, noting you will be based at one of the 2 offices.
- Driving Licence and access to a car with 'business insurance' for work.
- Flexibility to support the Integrated Lifestyle Service in Cambridgeshire, as business requires.
- Evidence of a personal commitment to continuing professional development and to maintaining an up-to-date professional knowledge supporting the development of business within the company.
- This post involves working with young people / vulnerable adults and as such the post holder will be required to apply for a disclosure of criminal records at an enhanced level (DBS).

6. SAFEGUARDING

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.