

## Epsom & Ewell Borough Council

### Corporate Health and Wellbeing Officer Role Profile

<b>Role Title:</b>	Corporate Health and Wellbeing Officer
<b>Service:</b>	Housing and Community
<b>Location:</b>	Town Hall, The Parade, Epsom, Surrey KT18 5BY
<b>Reporting To:</b>	Head of Housing and Community

<b>Role Purpose:</b>  <i>Why the role exists and its contribution</i>	<p>To develop and co-ordinate the delivery of the Council's corporate Health and Wellbeing Strategy and action plan, working closely with relevant operational services and partner organisations.</p> <p>To co-ordinate the Council's engagement with relevant government bodies and authorities in order to achieve agreed outcomes.</p>
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### Main Duties and accountabilities

<b>Service Specific</b>	<p>To develop and maintain a clear evidence base of local need to inform the Council's Health and Wellbeing Strategy.</p> <p>To help identify data and monitoring arrangements that demonstrate improved health and wellbeing outcomes achieved by Council services and initiatives.</p> <p>To identify funding opportunities and prepare and submit related funding bids.</p> <p>To work with Service Managers to identify opportunities to achieve better health and wellbeing outcomes.</p> <p>To build capacity within the organisation and with key partners by delivering relevant training and facilitating workshops, developing supporting materials and relevant guidance.</p> <p>To attend relevant partner meetings including those within the Health and Social Care sector.</p>
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	<p>To instigate and deliver projects aimed at enhancing the Council's contribution to health and wellbeing.</p> <p>To explore how the Council's health and wellbeing services and initiatives can be self-financing, ensuring their sustainability for the longer term.</p> <p>To support and co-ordinate health and wellbeing initiatives within the local workforce.</p> <p>To maintain appropriate records and report on relevant data as required, including to statutory bodies.</p> <p>To provide strategic advice on policy and practice related to health and wellbeing.</p>
<b>Corporate</b>	<p>To co-ordinate the Council's objectives and targets in response to identified priorities.</p> <p>Services key internal and partnership groups including preparing and circulating minutes, agendas, mailing lists, action plans and evaluations.</p> <p>To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.</p> <p>To participate in the Council's Civil Emergencies response, including where possible the out of hours arrangements.</p> <p>To maintain professional development (CPD) and attend corporate training as required.</p>

### **The key decision making areas in the role**

- Project based decisions including scheduling, required resources and expected outcomes.
- Decisions on the disclosure of information required by partnership agencies.

### **Customers and contacts**

The general public, statutory and non statutory members of the Community Safety Partnership, relevant statutory government bodies and agencies, internal departmental contacts.

<b>Dimensions of the role</b>	
<b>Financial</b>	<b>Non-financial</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Represent the Council at key partnership meetings with the Health and Social Care Sector</li> </ul>

## Corporate Health and Wellbeing Officer Person Specification

<b>Qualifications and Training</b>	Essential (E) or Desirable (D)	Application	Interview/Assessment
5 GCSEs (or equivalent) at grade C or above	E	X	
Educated to degree level in a related subject or equivalent relevant experience	E	X	
Additional specific qualification in Health and Wellbeing related subject	D	X	
<b>Knowledge and Experience</b>			
Previous experience in a Health and /or Wellbeing related role	E	X	X
Knowledge of local government structure and procedures	E	X	
Experience of building and maintaining positive working relationships with partner organisations	E	X	X
<b>Skills</b>			
Ability to accurately research, report and summarise on key areas of data and information	E	X	X
Excellent written and verbal communication skills including the ability to prepare and present complex technical and numerical information in an easy to understand way.	E	X	X
Strong collaboration skills including the ability to gain the trust and support of colleagues.	E	X	X
Proven planning and organisational skills including the ability to plan and manage events.	E		X
Ability to work on own initiative and as part of a team.	E	X	X
Proficient in a range of IT products including Microsoft Office products	E	X	
<b>Additional Requirements</b>			
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	X	X

Access to a computer at home that is connected to the internet.	E	X	X
Legally entitled to work in the UK.	E	X	X
Ability to work flexibility including the occasional evening and weekends to attend meetings or events including assisting with elections.	E	X	X