

**JOB TITLE:** Staff Wellbeing Co-ordinator

**ACCOUNTABLE TO:** HR Manager

**JOB PURPOSE** To co-ordinate, develop and implement resources and programs that will support employees physical, mental and emotional wellbeing across the College and provide administrative support for the provision of an efficient and effective human resources function for the College

**KEY RESPONSIBILITIES**

- To be responsible for the administration and organisation of the Wellbeing Group, taking an active role with the progression of initiatives and overseeing the benefits package
- To be responsible for the achievement and progression of the Thrive Accreditation, ensuring that processes are embedded for future utilisation.
- To participate in the DSE assessment process, completing individual DSE assessments for employees where necessary
- To work with the Central Administration team to organise and develop staff wellbeing days which form part of the CPD structure.
- To contribute to the administration of Safer Recruitment & Selection Processes (dependent on workload)
- To assist with HR enquiries from staff, directing them to the appropriate source of further support as appropriate
- To assist with general HR administrative tasks
- To assist with the maintenance of personnel files, (written and electronic) ensuring that they are kept up to date and compliant with data protection requirements
- To contribute to the maintenance and development of the HR database

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

**PERSON SPECIFICATION**

<b>Attribute</b>	<b>Criteria</b>	<b>Assessment Evidence</b>
<b>Education &amp; Qualifications</b>		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
2 A Levels or equivalent	Desirable	Certs/App Form
Level 3 CIPD Qualification	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working within a HR context	Essential	App Form/Int
Experience of working within a college or school environment	Desirable	App Form
Experience of working and liaising with a wide variety of stakeholders, both internal and external, via phone or in person	Essential	App Form/Int
Experience of dealing with confidential and sensitive information and situations	Essential	App Form
Experience of maintaining data record systems	Desirable	App Form
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to work with accuracy and attention to detail	Essential	App Form
Confident and competent in the use of Microsoft Office including Excel and Word 365	Essential	App Form/Test
Ability to plan and prioritise work effectively and meet deadlines	Essential	Int
Good oral and written communication skills	Essential	App Form/Int
Ability to delegate appropriately	Desirable	Int
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int