

Staff Wellbeing, Engagement and Development Advisor

Our mission

Raising Aspirations, Unlocking Potential and Advancing Futures is the underpinning mission which defines the purpose of the Sparsholt College Group (SCG).

SCG is committed to supporting all students, staff, employers and wider stakeholders to be aspirational, to provide support throughout their personalised journey with us, to enable them to make advancements in their own careers, their organisation or as a community.

Our values

- Excellence
- Passion
- Innovation
- Sustainability
- Teamwork
- Integrity
- Valuing others
- Supportiveness

The Role

The Staff Wellbeing, Engagement and Development Advisor (SWED) will lead on the design, delivery, coordination and continuous improvement of the College's staff wellbeing and continuing professional development (CPD) offer, ensuring that we continue to develop a highly skilled, motivated, resilient and engaged workforce which delivers excellent outcomes for learners. The activities of the SWED will be aligned to deliver against the College Values and People Strategy and to meet Ofsted expectations. There will be a strong focus on developing preventative wellbeing support, promoting the offer and monitoring and reporting on the impact and outcomes of initiatives, using evaluation findings to inform future activity. You will lead initiatives which support the whole College community and coordinate wellbeing campaigns which contribute to a healthy campus culture. In addition, you will work directly with individuals to signpost and facilitate access to appropriate services including Occupational Health, Employee Assistance Programmes and counselling provision. You will also work proactively with managers to support them in managing situations where wellbeing concerns, prolonged ill health or absence are impacting both the individual and the wider College. You will be flexible in the tasks undertaken as part of your role. Activities will range from coordinating College-wide wellbeing and engagement activity, designing and evaluating CPD programmes, supporting managers with attendance management and workplace adjustments, through to supporting managers with employee relations cases and organisational development initiatives

You will also:

- Proactively review recruitment, onboarding and employment practices to support inclusive employment and ensure the College continues to meet its commitments under the Disability Confident Scheme.
- Coach line managers to achieve resolution to employee wellbeing, attendance and performance concerns at the earliest opportunity, encouraging informal approaches wherever possible.
- Work closely with the Occupational Health provider to make referrals as needed.
- Effectively manage cases including workplace adjustments, redeployment, long-term absence, ill health, alternative duties and exit from the business on capability grounds where appropriate.
- Support the design, production and delivery of guidance resources, workshops, training and one-to-one support for managers and employees.
- Lead on planning, coordination and evaluation of the annual Staff CPD Programme, ensuring learning opportunities are aligned to organisational priorities, statutory requirements and employee development
- Design, coordinate and evaluate staff engagement initiatives including surveys, focus groups and support managers to develop meaningful action plans in response to staff feedback
- Develop and maintain a yearly calendar of wellbeing, engagement and development activity to ensure a coordinated and proactive approach to supporting staff.
- Build effective relationships with training providers, sector organisations and professional networks to maximise opportunities for employee development and wellbeing enhancement.
- Monitor participation, outcomes and return on investment for wellbeing and development activities and provide regular reports to senior leaders.

Reference:

Salary:

Scale: 10 (£36,915 -£39,057)

Work Pattern:

Hours: Full Time (37hrs per week)

Contract:

Ongoing

Location:

Sparsholt Campus with expectation to work across sites

Responsible to:

Director of People and Organisational Development

Job family:

Sparsholt College Services

Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time:

- Provide advice and guidance to line managers and staff on wellbeing, engagement and development matters with the aim of minimising risk to the organisation and maximising employee engagement.
- Provide support to managers and staff in their interpretation and compliance with policies, procedures, existing and new employment legislation and good practice.
- Maintain a thorough knowledge and understanding of best practice and emerging initiatives in the wellbeing, engagement and development arena and support knowledge sharing across the organisation.
- Manage and mitigate risk through the consistent application of people practices and the exercise of sound and informed judgement.
- Deliver a high-quality, progressive, equitable and inclusive employment experience for all employees.
- Support the directorate to monitor, review and update processes to ensure these promote best practice and comply with legislative frameworks.
- Lead the coordination, promotion and evaluation of the annual Staff CPD Programme ensuring equitable access for all staff groups.
- Coordinate mandatory learning and development requirements and support managers to maintain compliance.
- Analyse employee engagement, wellbeing, absence and development data to identify trends and opportunities for continuous improvement.
- Develop resources, toolkits and guidance materials that support managers in promoting staff wellbeing, engagement and professional development.
- Support organisational development initiatives, workforce planning activities and culture change projects which contribute to employee engagement and organisational effectiveness.
- Undertake the key responsibilities outlined in the associated Role Profile.

Internal & external relationships

- Internal:** All Employees, Casual Workers, Cost Centre and department Managers. The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate legal, technical and complex and sensitive information.
- External:** Training providers, accrediting organisations, Occupational Health Specialists, Relevant bodies in the FE/HE sector, professional networks, Employee Assistance Programme Providers, Wellbeing Practitioners, Coaching and Development Providers, CIPD and external consultants.

Valuing Everyone

The role holder is expected to demonstrate a commitment to equality, diversity and inclusion, promoting collaboration and positive partnerships, working harmoniously with colleagues, learners and other stakeholders of all cultures and backgrounds.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Working with staff who may be experiencing significant health or wellbeing concerns
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There will be a requirement to work flexibly to support the needs of the business
- Ability to travel in a timely and efficient manner regularly between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, which verify any assertions made in relation to each criterion.

Working as part of a proactive, innovative and responsive People Services team you will build upon your existing employment law and employee relations knowledge and experience to provide pragmatic, creative and tailored People solutions.

Sparsholt College Group, you'll also be able to demonstrate the following skills, experience, and abilities:

Essential	Assessed via
• CIPD Level 5 qualification (or currently undertaking)	A, I
• Two years+ experience of working in HR, Organisational Development, Learning & Development or a related people profession within a medium or large organisation	A, I
• Experience of providing HR guidance and support to line managers, without close supervision	A,I
• Experience of developing, coordinating and evaluating staff wellbeing initiatives and programmes	
• A solid understanding of UK core employment legislation with the ability proactively to identify any gaps in knowledge, research and interpret as necessary to provide effective, risk-mitigated advice	A, I
• Experience of designing, delivering or coordinating staff learning and development activities	
• Knowledge of workplace wellbeing frameworks, employee engagement principles and current best practice	A,I
• Experience of analysing workforce data and producing reports and recommendations to inform service improvement	
• Ability to write clear and accurate English for a range of audiences, e.g. staff communications, management briefings, formal consultation papers, policy drafting, executive reports	A, I, T
• Experience of facilitating workshops, briefings or training sessions for employees and managers	A
• Experience of leading employee engagement surveys and associated action planning	A
• Strong and well evidenced experience of managing employee relations cases, including to dismissal stage	A
• IT skills, sufficient to be able to produce well-presented documentation, confidently manipulate data	I
• Excellent oral communication, influencing, negotiating and conflict resolution skills with the ability to deal confidently with a range of people at all levels	A,I
• Ability to exercise initiative and effective judgement	A,I
• Self-motivated, with an enthusiasm for continuous service improvement and personal development	A,I
• Ability to effectively manage a diverse workload in order to balance short and long-term deadlines and commitments	A, I
• Firm commitment to achieving the organisations vision and values	I
• Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role and through EDI focused projects and initiatives	I
• The exercise of discretion, tact and diplomacy at all times, and upholding confidentiality in accordance with good practice and our obligations under the Data Protection Act and GDPR.	A,I
• Commitment to deliver and promote equality, diversity and inclusivity day-to-day	I
Desirable	Assessed via
• Hold a degree in a relevant discipline, eg/ Human Resources or Business Management	A
• Membership of the CIPD	
• Experience of working within education environment	A,I

* A - Application; I - Interview; T - Test/presentation at interview stage

Role Profile / Staff Wellbeing, Engagement and Development Advisor

Staff Wellbeing

- Develop, coordinate and evaluate Staff Wellbeing actions, initiatives and activities
- Coordinate wellbeing campaigns, awareness initiatives and themed events throughout the year.
- Promote wellbeing services and resources including the Employee Assistance Programme and Occupational Health provision.
- Liaise with and make referrals to Occupational Health providers and coordinate follow-up discussions and individual support plans.
- Liaise with the Health and Safety Lead, IT Services and managers to implement and monitor workplace adjustments.
- Analyse absence, wellbeing and engagement data and develop recommendations for improvement at organisational and departmental level
- Coordinate staff wellbeing surveys, focus groups and listening activities.
- Develop and support networks of wellbeing champions and employee-led wellbeing initiatives.
- Produce reports and recommendations relating to staff wellbeing activity and outcomes.
- Analyse absence and wellbeing data to inform interventions and work with line managers to take this forward. Hold the necessary meetings with individuals where trigger points are reached or absence is not sustainable

Staff Engagement and Development

- Develop, coordinate and promote the annual Staff CPD Programme.
- Coordinate leadership, management and professional development activities across the College Group.
- Work collaboratively with managers to identify skills gaps and development priorities.
- Source, commission and evaluate external learning and development provision.
- Coordinate mandatory training requirements and associated reporting.
- Utilise and develop people system software to allow individuals to create and manage personalised learning and development plans
- Facilitate workshops, learning events and staff development activities where appropriate.
- Coordinate employee engagement surveys, pulse surveys and employee voice initiatives.
- Analyse participation, engagement and evaluation data and provide recommendations for continuous improvement.
- Develop communication plans and promotional materials to maximise engagement with wellbeing and development opportunities.
- Support organisational development, workforce planning and culture change initiatives through targeted wellbeing and development interventions.
- Maintain accurate records relating to staff development activities and produce reports for senior leadership as required

Employee Lifecycle / Employment Records

- Support onboarding arrangements for new starters who require workplace adjustments, including organising risk assessments, Occupational Health referrals, establishing inclusion passports or enhanced practical and wellbeing support.
- Ensure appropriate records are maintained relating to wellbeing interventions and agreed workplace adjustments whether these are temporary or permanent and ensure these are reviewed and updated as necessary
- Work with managers to ensure adjustments and support arrangements are reviewed and remain effective.
- Maintain accurate employment-related records in line with organisational procedures and GDPR requirements

Employment Lifecycle/ Resourcing

- Support the development of inclusive recruitment and onboarding practices aligned to the Disability Confident framework.
- Participate in recruitment and selection activities where required, providing advice on inclusion, wellbeing and accessibility considerations
- Using standard templates support managers to craft new or updated job descriptions, person specifications and role profiles which include identification of hazards and restrictions in the role to allow individuals to make informed decisions about their suitability to apply
- Act as the People Services representative on interview and selection panels providing expert advice on any relevant legal or compliance requirements.
- Ensure that all requirements of safer recruitment are met as part of recruitment and selection activity and that the appropriate records are kept in readiness for compliance inspections

Employee Relations

- Advise and support line managers on all aspects of performance management in accordance with relevant College Group policies and procedures and application of current employment law.
- Advise and support line managers on all aspects for employee relations casework applying adherence to relevant College Group people policies and processes and current employment law
- Ensure that appropriate records and case notes are maintained and that all action is in accordance with an agreed action plan and within the agreed timescales. Be conscious that such records may be subject to external viewing or scrutiny in the case of challenge
- Ensure the effective management of employee relations casework, including escalation of matters as required or when new or significant institutional risk is identified
- Be proactive in identifying and managing employment-related risks and liabilities and identifying opportunities for continual improvement.
- Design and deliver regular briefings, workshops and drop-in sessions on People Policies and People initiatives
- Work collaboratively to influence outcomes and challenge appropriately.
- Deliver management development workshops and briefing sessions, including the production of supporting materials, on a range of people related topics i.e. managing sickness absence, disciplinary, capability, performance management and staff wellbeing
- Meet with staff as necessary to support them throughout their employment journey and where wellbeing concerns are identified

Compliance

- When required and in collaboration with Director of People and Organisational Development ensure that people policies, procedures and processes are reviewed and maintained in accordance with current employment legislation, statutory regulations, FE sector expectations and best practice and organisational developments and learning.
- Be accountable for reporting and presenting wellbeing, engagement and staff development metrics and outcomes to managers and senior leaders.
- Ensuring that all requirements outlined under safer recruitment expectations are in place and met for all recruitment and selection activities undertaken
- Full compliance with GDPR regarding data and information matters associated with staff members and job applicants.
- Requirement to maintain confidentiality and discretion at all times when dealing with sensitive and personal employee data.

Additional Requirements

- A commitment to the values of Sparsholt College Group, and able to demonstrate these in day to day interactions.
- Maintain and develop effective communication, liaison and relationships with internal staff and external bodies; including attendance at internal and external meetings, networking, and sector relevant events as required.
- To undertake any training and continuing professional development necessary to ensure skills and knowledge are fully up to date
- When requested to do so by represent the college at external forums to showcase the work of the college within this area of expertise
- To keep abreast of and contribute to developments both internally and across the sector.
- To attend and support College open days and events as requested.
- To maintain contact and develop effective working relationships with relevant college teams
- Travelling and working away from normal base as may be required from time to time.
- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices, and procedures.
- To undertake such other reasonable duties as may be required from time to time
- To review this Job Description at least annually with the Director of People and Organisational Development through the relevant College performance management scheme

Safeguarding and Regulated Activity If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in the Safeguarding Policy and the Recruitment and Employment of Ex-offenders