Job description

POST: Workforce Health and Wellbeing Lead
BASE: Chesterfield Royal Hospital NHS Foundation Trust
BAND: 7
HOURS: 25 - 30 hours per week
REPORTS TO: Deputy Director of Workforce and OD
ACCOUNTABLE TO: Deputy Director of Workforce and OD

Supporting our vision and values

Our Vision is to be a first-class provider of sustainable healthcare services, delivering the best possible care for our patients; and being a great place to work for our people. Our Proud to CARE philosophy supports this vision - and we all play a part in achieving it, by living up to the values we promise to our patients and each other. As members of staff we will always:

- Show COMPASSION – treating our patients and colleagues with consideration, kindness and respect
- Aim for high ACHIEVEMENT – providing excellent care, safe services, high standards and a positive experience every time
- Foster RELATIONSHIPS – being socially responsible, working openly and honestly with our patients, staff, partners and communities to improve what we do
- Create the right ENVIRONMENT – providing the tools and equipment that support a modern, eco-friendly, clean and safe environment

Leading the Chesterfield Way

The Workforce Health and Wellbeing Lead is a leadership role within our organisation. Leading the Chesterfield Way supports the Trust’s objectives and ambitions - and sets out the behaviours and characteristics that leaders are expected to adopt and that all staff can role model, to make the Trust an even better place to work; and to support the best possible care for patients. It provides a framework for leadership and supports individual progression through appraisal, career progression and personal development. As a senior leader you will use Leading the Chesterfield Way and its principles to:

- Inspire a shared sense of purpose – encouraging your team to take pride in what they do, improve the care and services they provide; and enable them to understand how they contribute to the success of the organisation
- Lead with care - showing colleagues compassion and care by listening - and offering empathy and understanding to help create a supportive workplace
- Evaluate and use information - be alert to what is happening around you; and evaluate the information you hear, receive or discover to take actions and decisions that improve both patient and staff experience
- Work with others to connect services – using the opportunity to link up with different colleagues, leaders and partners, building relationships that can help everyone to deliver effective and efficient healthcare and services
- Engage with your team - respecting every member of staff, valuing their diversity and making sure that every member of your team feels that their contribution is appreciated and valued
- Hold yourself and others to account - be clear about what’s expected at work, giving honest feedback and acting quickly and fairly to support others who are struggling to meet expectations
- Develop capability – role model your own development and encourage personal development amongst your team to help ensure our workforce has the skills and knowledge that will improve services for the future
- Influence what happens – by acting as an ambassador for the Trust, sharing good news and good practice with your team, contributing to debates, having a say and leading improvement – all ways of influencing what happens to our services in the future
JOB PURPOSE:

The Workforce Health and Wellbeing Lead will take responsibility for the development, ongoing review and implementation of the overall staff health and wellbeing Trust vision tailored to meet the needs of our workforce.

The post holder will agree and ensure delivery of the Trust’s Health and Wellbeing Strategy and supporting workplan, providing increased visibility of health and wellbeing activity across the organisation.

MAIN DUTIES AND RESPONSIBILITIES

Planning and Engagement

The Health and Wellbeing Lead will continuously review the Trust’s health and wellbeing offer for workforce leading on the following tasks:

- Holding discussions directly with staff, in all areas and at all levels, with a particular focus on what staff would like to see the Trust develop or build upon in terms of future health and wellbeing initiatives.
- Benchmarking on both a national and regional level, in particular with other Trusts who are in the top 20% for the National Survey.
- Analyse National Staff Survey results, pulse check results and other survey feedback in relation to health and wellbeing and review activity as appropriate.
- Liaising and supporting the Health and Wellbeing Committee to establish current position and report progress against action plan.
- To build external partnerships, internally and externally in relation to health and wellbeing, acting as a point of contact for internal and external partners to support delivery of health and wellbeing activity.
- To work closely with occupational health to review overall themes which could support the development of workforce health and wellbeing.
- Promotion of health and wellbeing internal brand.

Activity

- The promotion of health and well-being initiatives, both current and new, to raise awareness amongst staff, both face to face and via other methods of communication as appropriate.
- The development of our health and wellbeing intranet page.
- The development of new initiatives that have come directly from the workforce and feedback provided to those who have made suggestions.
- To ensure that our health and wellbeing offer is well publicised at the recruitment stage as well as throughout employment.
- To review the annual NHS staff survey results and provide support to the HR Partners with health and wellbeing.
wellbeing initiatives

- To create a sustainable communication mechanism where staff can provide health and wellbeing suggestions and give feedback
- To support any specific situations where health and wellbeing support may be required
- To embed the health and wellbeing brand and offer within the organisation.

**General**

- To provide specific support to the Assistant HR Partner in relation to health and wellbeing initiatives and agreeing the agenda for the Health and Wellbeing Committee
- To attend external Health and Wellbeing training/events in order to utilise this learning back at the Trust
- To participate in any appropriate Human Resource matters which have health and wellbeing implications
- To work closely with the HR Partners in relation to specific support for health and wellbeing within Divisions/Directorates
- To be part of the Workforce and OD Senior Leadership Team and provide advice, guidance and support on health and wellbeing matters when required
- To consider any equality and diversity initiatives which link with Health and Wellbeing and to work closely with the Lead OD Practitioner as and when necessary

To provide ongoing feedback to Trust Committees and meetings as required (eg People Committee, Health and Wellbeing Committee) to demonstrate progress against feedback as appropriate

**Trust Proud to CARE Values and Behaviours**

Linked to the NHS constitution, Proud to CARE describes the behaviours the Trust expects from every employee. The post holder will demonstrate a commitment to the values and behaviours described below through their day to day practices with colleagues, patients and carers.

*At Chesterfield Royal our Proud to CARE ethos is at the heart of how we run the hospital – looking after our patients and taking care of our staff:*

**Compassion**

- Compassionate care delivered with professionalism and a positive, friendly attitude
- Care that preserves dignity and respects the person; putting patients at the heart of all we do
- Respecting the unique and individual contribution that each of our staff members make – fair, positive and inclusive, recognising diversity and using it to enrich our organisation

**Achievement**

- Excellent care, safe services and a positive experience every time
- Exceeding expectations by delivering first-class performance, bettering national standards through innovation and ingenuity
**Relationships**

- An open and honest relationship with our patients, staff, partners and our communities
- Working in partnership in the interests of our patients
- Acting in a socially responsible way and meeting our commitments to the local community.

**Environment**

- Providing a hospital environment that is modern, clean and safe – conducive to care and recovery; and a good place to work.

**What will success look like?**

When we succeed we will have a hospital that is:

- Providing a sustainable range of complementary, clinically appropriate services;
- Accepted as a provider of high-quality care – in terms of clinical outcomes, patient experience and safety;
- Recognised as a valued and engaged partner, delivering integrated and innovative services in collaboration with others;
- Seen as one of the best health employers around by its staff and by others; and is
- Financially robust – with clear ambitions and confident of a secure future.
## PERSON SPECIFICATION

**Post Title: Workforce Health and Wellbeing Lead**

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<th>Assessment Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>How Assessed</th>
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<tr>
<td>Qualifications and Training</td>
<td>• Masters degree or equivalent experience</td>
<td>• Chartered CIPD status</td>
<td>• Application form</td>
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<td>• Post graduate diploma in HR Management</td>
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<td>Experience</td>
<td>• Experience of implementing health and wellbeing initiatives across a diverse organisation</td>
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<td>• Application form/Interview/Selection process</td>
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<td>• Experience of delivering a range of advice and guidance relating to both health and wellbeing and human resources including implementation of new practices</td>
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<td>• Experience of leading improvement projects</td>
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<td>• Demonstrable experience of successful project management particularly in relation to staff engagement</td>
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<td>Skills and Knowledge</td>
<td>Personal Attributes</td>
<td>Application /Interview/ Selection process</td>
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| • Excellent and highly developed interpersonal skills including the ability to communicate and influence at all levels and across different specialities.  
• Excellent project management and organisational skills and ability to deliver complex objectives to deadlines  
• Effective negotiating, influencing and networking skills with a wide range of individuals and groups.  
• Ability to work collaboratively with a variety of stakeholders  
• Ability to communicate, both written and verbally, in a manner which is clear, fluent and persuasive.  
• Able to deal with sensitive and complex issues  
• Highly developed analytical skills, to include analysis of data  
• Ability to work autonomously with clear initiative                                                                 | • Commitment to values and principles of the NHS and Leading the Chesterfield Way                      | • Application /Interview/ Selection process |
| • Experience of working in the NHS                                                                                                                                  | • Inclusive and developmental personal style and approach  
• Inspiring and motivational  
• Portrays self-belief, self-awareness and drive for improvement  
• Resourceful  
• Ability to build excellent working relationships with a range of individuals and |                                                                                                                                                     |
| Demonstrates Trust Values | Compassion, Achievement, Relationships, Environment – Proud to CARE | Interview/ Selection Process |