

**People Services, Cabinet Office  
Health & Safety, Occupational Health & Wellbeing Team  
Consultant**

**About the role**

This is an exciting time to be joining the Health and Safety, Occupational Health and Wellbeing team; we are bringing these topics together to support colleagues across the Jersey Public Service to provide a safe, healthy and enriching working experience, where everyone can thrive at work.

**What you will bring to the team**

We are looking for candidates who are:

- Comfortable working as part of and contributing to a wider team.
- Willing to bring their passion, curiosity and experience to delivering an effective corporate wellbeing offering.
- Interested in developing expertise and insight into all areas of wellbeing and its impact on work. This will include how to measure and report on effective wellbeing provision.
- Able to develop and deliver effective tools, write policies and build a wellbeing community to support colleagues across the Jersey Public Service deliver an effective wellbeing provision.

**We can offer you to opportunity to:**

- Become a key member the Corporate Health & Safety, Occupational Health and Wellbeing team.
- Develop and build on your own understanding of current wellbeing standards in the workplace.
- Build a 'wellbeing' community across the Jersey Public Service to embed wellbeing training and expertise, share learning and experience and support the development of a culture of wellbeing.
- Make a real difference in practise to the corporate wellbeing provision across the Jersey Public Service.

The role is about is all about creating, building and supporting colleagues in the Jersey Public Service to thrive at work, supporting their health and wellbeing at work so that they can dedicate the full version of themselves to effective and productive delivery of their work plans.

This is about delivering on Our People strategy commitments of 'Your Experience, Your Development, Our Organisation, Our Future'.

As Consultant you will be working to contribute to the development and implementation of a data informed and risk-based wellbeing strategy. The aim of this will be to support Accountable Officers to develop and implement departmental wellbeing arrangements which are appropriate to individual department's needs. One size does not fit all!

You will be involved in work to help deliver, embed and support Wellbeing at strategic, tactical and operational levels, taking a balanced approach to both individual and organisational wellbeing interventions. You will lead the establishment of an understanding of the impact of all wellbeing activity and ensure it aligns and integrates with the health and safety and occupational health strategy. You will establish data metrics to measure the range of delivery and its impact across the Jersey Public Service, and present these to a range of Stakeholders including the H&S Board.

Part of this role involves creating and delivering risk focused reporting to States Employment Board (SEB). This detail will provide assurance on how Wellbeing is being managed across the Jersey Public Service. You will work to build employee engagement and provide wellbeing and occupational health consultancy services into departments as appropriate. This may include ensuring that teams across organisation have the optimal tools, processes, and can manage wellbeing and occupational health, well and embed a positive workplace wellbeing culture that enables them to grow and thrive.

You will work closely with key stakeholders across the organisation, and particularly with HR Business Partners, H&S Managers, Risk Leads and Wellbeing Leads as well as working closely with colleagues across Jersey Public Service encouraging them to adopt best people practices for wellbeing.

You will have an enquiring, curious mind; be creative and people focused and be comfortable using data analytics to provide data insight. A genuine interest in these areas, an aptitude for learning and continuous professional development, as well as having a flexible attitude is key. Experience in the field of wellbeing standards, current research and effective wellbeing approaches would be desirable but is not essential.

## What will be expected of you

- **Wellbeing:** Develop reporting and insights on how the organisation is managing Wellbeing, which can be used to inform departments and to provide assurance to the States Employment Board that departments are managing Wellbeing in accordance with the agreed wellbeing policy.
- Develop Policies and Internal Standards which define the minimum operating parameters for wellbeing relating to individuals and the organisation across the Jersey Public Service
- Developing your skill and capability in the wellbeing and occupational health subject area so that the Corporate wellbeing provision is well informed and based on best practice, including good scientific evidence.

- working with departmental teams, ensure that employee wellbeing is a factor considered as part of their respective People and Culture plans, ensuring that robust, measurable and timely actions are put in place and delivered.
- **Connect:** design and deliver tools, initiatives and support mechanisms that use the data and frameworks from Connect People and Connect H&S to establish impactful wellbeing approaches that are linked to absence management, knowledge and learning from H&S incidents and lessons learned.
- **Employee Engagement:** Design and deliver interventions through a range of employee engagement initiatives that make best use of data and insight provided by the employee engagement staff survey, and employee network groups to ensure innovative communications and wellbeing engagement plans to support a workforce, which is thriving
- **Consultancy:** Provide expertise and well-honed Consultancy skills into departments through the design and delivery of bespoke and tailored solutions that address identified challenges and/or barriers to creating an effective workplace wellbeing environment. As part of this you will lead the Wellbeing Working Group – a cross departmental working group with a focus on delivering tactical wellbeing progress across the Jersey Public Service
- **Data and Metrics:** Contribute to the development of a H&S OH and wellbeing dashboard and monthly reporting against agreed KPIs that can be incorporated in the over-arching People dashboard; Promote the use of people data is used by your team to produce value-adding wellbeing management information and reporting so that informed decisions can be made to better support employees.
- **Project and Change Management:** Use project and change management methodologies to create a detailed work programme, with clearly identified interdependencies, so that a strong grip on the wellbeing work programmes are maintained and delivery assured
- **Learning and Skills:** Promote a learning culture so that colleagues increasingly take personal responsibility for growth and development in wellbeing.
- **Values and Behaviours:** Role model the Jersey Public Service values and behaviours and encourage others to do the same
- **Integrity and decision Making:** Work with integrity, making ethical and evidence-based decisions. Be committed to ensuring fairness in the way people are treated, managed and recognised and encourage people to share their opinions and have their voices heard

## What will you bring to the team

A positive attitude and the aptitude to learn and grow as part of a high performing, supportive and committed team is essential. You will have a keen and developing interest in Wellbeing and may have worked in this field before, but that is not essential. You will be interested in developing expertise and insight into all areas of Wellbeing and Occupational Health to support colleagues to thrive at work, such as how to develop a performance management culture, ensure colleague Wellbeing, build employee engagement and support occupational health provision to remove barriers to work:

- Experience of delivering people-based projects and initiatives in areas such as employee engagement, wellbeing and absence management.
- Consultancy skills and wellbeing expertise, or the desire to learn these skills
- Project management and planning skills to create and deliver plans to time cost and quality standards
- Influencing and persuading skills to encourage thinking and mind-set shifts, particularly about how to build a culture where colleagues can thrive at work
- Collaboration and partnering skills, including the ability to work with and through others, such as with HR Business Partners, Wellbeing Leads, the Risk Team, and Subject Matter Experts to gain in depth department, directorate and service level understanding of work-

place demands and risk based mitigations for wellbeing and how that links with H&S and OH.

- Energy, enthusiasm, drive and self-motivation to make a real and tangible difference and help; assure, support and enable organisational and individual wellbeing.
- Practical data insight skills; how to identify and collate data to support the assurance of wellbeing against defined standards and measure the effectiveness of wellbeing delivery for maximum impact across the Jersey Public Service.
- A keen interest in how people psychologically engage with organisations; how they learn and develop and the factors that motivate and drive behavioural change.
- Great facilitation and presentation skills coupled with the ability to design and deliver operational and tactical wellbeing interventions which support team development or wider intervention outcomes.
- Excellent interpersonal skills are a must, as are good written and verbal communication skills. You should be comfortable and have the ability to influence managers to adopt good people practice as well as work within Jersey Public Service policy and guidelines.
- The ability to maintain confidentiality always and in all circumstances.

**450 words for gov.je advert**

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