

## Wellbeing Officer

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**Department:** Justice and Home Affairs

**Division:** States of Jersey Police

**Reports to:** Chief Inspector, Organisation and Learning

**JE Ref:** JHA518

**Grade:** CS10                      **JE Date:**03/11/2020

### Job purpose

To develop and provide a comprehensive and proactive wellbeing service to States of Jersey Police (SOJP) and Fire Services personnel. To be the main point of contact in the provision of professional advice and support in respect of wellbeing services. To develop and deliver wellbeing strategies across SoJP, SARC and JDAS, and Fire Services. To signpost trauma and wellbeing support throughout the organisation.

### Job specific outcomes

1. To provide a professional advisory service to the management of SOJP, by contributing to the overall Occupational Health and Wellbeing strategy of the organisation, whilst developing and implementing the Wellbeing Policy.
2. To develop a proactive and responsive confidential wellbeing service to all employees and their families.
3. Design, deliver and contribute to a wellbeing strategy for States of Jersey Police, as well as adopting any wellbeing strategies run by central government.
4. Thoroughly assess individual cases, making referrals where appropriate to external agencies, whilst ensuring individuals receive the most appropriate level of professional assistance.
5. Support and liaise with managers through facilitating the training in implementing SOJP policies and procedures, providing support and mediation where appropriate. Deliver professional guidance and support when dealing with occupational health and wellbeing issues relating to their staff. Coordinate and collate responses on behalf of supervisors
6. To manage the Critical Incident Stress Management process, to ascertain whether individuals require further support and guidance. Ensuring staff are fully able to undertake their working duties accordingly. This will include support and debriefing as part of SOJP Major Incident Plan.
7. Carefully assess the occupational health for individual requirements, facilitating the appropriate referrals, whilst engaging with the Occupational Health Service.

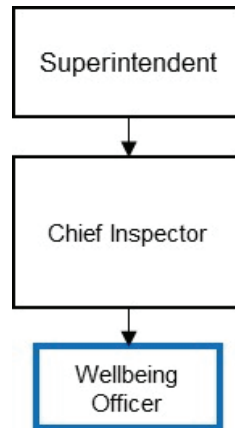
8. Undertaking risk assessments relevant to individual cases, liaising with respective line managers to ensure the appropriate level of support is provided.
9. Act as treasurer of the welfare committee, thoroughly and methodically assess welfare applications on a case by case basis, actively engaging with the SOJP Welfare Committee in respect of any financial impacts to the SOJP Wellbeing Fund.
10. Maintain professional accountability and confidentiality, whilst keeping fully up to date with all relevant policies, procedures and legislations.
11. Cover any other ad hoc duties at the request of SoJP in pursuance of managing organisation and learning service requirements in a timely, efficient and effective manner.

### **Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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## Organisation chart



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Experience working in a similar role is essential.</p>	<p>Degree Level or equivalent.</p> <p>Accreditations or training in health and wellbeing specialisms, e.g. PT, Nutritionist, Physiologist, Yoga/Meditation or any other recognised health and wellbeing qualification, critical incident stress management, trauma risk management, national association of wellbeing advisers, vocational</p>

		rehabilitation and health and safety.
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of Human Resources, Occupational Health and Safety, and wellbeing strategies.</p>	<p>Knowledge or experience working within a discipline service would be advantageous.</p> <p>Knowledge of Mediation</p> <p>Knowledge of health and wellbeing procedures and practices.</p> <p>Knowledge of committees operations is desirable.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>High level of experience and skills to multi-task and deal with changing circumstances, prioritising individual cases, whilst managing workload.</p> <p>High levels of autonomy and confidentiality must be maintained at all times.</p> <p>Ability to work independently in respect occupational health referrals and assessments.</p> <p>Ability to carry out administration duties. Updating relevant systems and databases.</p> <p>Recording statistics, writing and circulation of minutes/agendas.</p> <p>Analysing a range of information, noting patterns and trends.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job</i></p>	<p>Detailed understanding Health &amp; Safety and Data Protection legislation.</p>	

<p><i>effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Presentation skills – ability to articulate Health &amp; Safety and wellbeing in the workplace, offering guidance to varied audiences, in an engaging manner.</p> <p>Ability to provide support and guidance to individuals on a one-to-one basis. Must be courteous, polite and considerate, whilst showing empathy and compassion.</p> <p>Ability to treat people with respect and dignity, whilst addressing specific needs and concerns.</p> <p>High levels of personal integrity and confidentiality is essential.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Knowledge of a range of Human Resources, Occupational Health and Safety.</p> <p>Experience with providing advice and training by way of one to one meetings and presentations in both informal and formal settings.</p>	<p>Previous knowledge or experience of working for a discipline service would be advantageous.</p> <p>Specific training and experience in health and wellbeing.</p>
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>This role will involve exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	

## Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

**The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**