

JOB DESCRIPTION

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| Job Title: Health and Wellbeing Officer | |
| Faculty/Professional Service: Executive Office | |
| Location: Keppel Street | |
| Reports to: Secretary and Registrar | |
| Full / part time: Part Time | Hours (<i>if less than full time</i>): 0.5 FTE |
| Grade: 05 | |
| Overall Purpose of the job | |
| <p>The Health and Wellbeing Officer will work as part of a multi-disciplinary team to coordinate existing programmes and create new initiatives that support and improve the health and wellbeing of staff at LSHTM. They will work closely with colleagues in HR, Communications & Engagement, Equality, Diversity and Inclusion and across the School to ensure the efficient running of these projects.</p> <p>Through this work, the postholder will support LSHTM's overall mission of improving health worldwide.</p> | |

Principal Duties and Responsibilities

- Identify new opportunities and develop recommendations for services and actions to improve staff health and wellbeing across LSHTM.
- Collect and use feedback to develop and deliver agreed programmes of work.
- Plan, develop and implement services, in particular those that contribute to the delivery of health and wellbeing objectives.
- Working closely with the Internal Communications Officer, devise communications plans that ensure messages reach the target audience(s).
- Monitor and evaluate programme work against agreed outcomes.
- Use a variety of tools to test the success of any new schemes which are being implemented.
- Champion the importance of staff health and wellbeing among senior members of staff, providing progress reports and making recommendations to SLT, Management Board, Council and its committees as required.
- Create links with Health and Wellbeing Officers at other Universities to ensure best practice in line with others in the sector.
- Work with colleagues in TED and HR to develop training for Mental Health and Wellbeing initiatives.
- Collaborate with EDI and other colleagues to work on mental health and wellbeing related initiatives and support mechanisms (for example Dignity at Work and Study and Staff Networks).
- Be the spokesperson for Health and Wellbeing across LSHTM.
- Support research including data analysis on a range of health improvements topic areas and data.
- Develop and implement key performance indicators and quality initiatives.
- In conjunction with the Communications & Engagement department, draft organisation-wide messaging on behalf of senior members of staff.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is appropriate consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Director of Professional Service.

The post holder will be responsible and accountable for ensuring all School policies, procedures, Regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review (appraisal) process.

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

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| Job Title: Health and Wellbeing Officer | | | |
| Department/Division: Executive Office | | | |
| Competency | Evidence | E | D |
| Education, Qualifications and Training | Qualification at Further or Higher Education level, or equivalent experience. | E | |
| | Evidence of further professional development. | | D |
| Experience | Experience/knowledge of working in the higher education sector with strong understanding of the current mental health and wellbeing issues across the sector. | E | |
| | Knowledge of external specialist agencies and online resources which staff can be referred to. | | D |
| | Experience of planning, developing and implementing effective systems, processes and procedures to deliver an excellent client focused service. | E | |
| | Experience of managing projects short, medium and long term. | | D |
| | Experience writing communications for a broad range of audiences. | | D |



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| Knowledge | Knowledge of current challenges the higher education sector is facing including cultural expectations and the regulatory environment. | | D |
| | Understanding the mission and values of the School, including its commitment to improving health and health equity in the UK and worldwide. | | D |
| | Knowledge of mental health legislation and funding within higher education. | | D |
| Personal Qualities | The ability to provide pro-active, dynamic, and timely support whilst demonstrating the ability to meet tight deadlines and working with attention to detail and accuracy. | E | D |
| | Ability to demonstrate a motivated, disciplined, and pro-active commitment to professionalism, collaborative working, and the delivery of high quality service and client satisfaction levels. | E | |
| | Ability to favorably represent the School with enthusiasm and integrity and demonstrate high levels of personal self-motivation, stamina, have a flexible approach to work and be receptive to change. | | |
| | Ability to encourage positive working relationships and commitment to working as part of a team, by demonstrating personal conduct, integrity and credibility that commands the confidence of senior managers and staff at all levels, external partners and stakeholders. | E | |
| | Understanding the importance of confidentiality and handling confidential information. | E | |

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| Skills | Excellent organisational skills and the ability to co-ordinate, plan and multiple priorities, while maintaining a high level of accuracy and attention to detail, and delivering within agreed timescales and targets. | E | |
| | Ability to apply intellectual rigor and understanding, to analyse and interpret complex data in a logical manner and explain and summaries findings. | E | |
| | Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to present information clearly and concisely, appropriate to the target audience. | E | |
| | Ability to be decisive and react appropriately to short and long-term tasks and challenges, and pro-actively use initiative within agreed limits to demonstrate effective and creative problem solving skills. | E | |
| | Able to be assertive at times (when necessary) and adapt to a changing environment. | D | |

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

ASYLUM AND IMMIGRATION STATEMENT

The School will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.