

## **Job Description**

<b>Post title</b>	Senior Wellbeing Officer	<b>Grade</b>	G
<b>Department</b>	Regeneration	<b>Post ref</b>	

<b>Overall job purpose</b>	
<ul style="list-style-type: none"> <li>• Influence and implement the Health and Wellbeing partnership strategy, support the facilitation of the Health and Wellbeing partnership and subgroups, and engage with and influence relevant partnerships and organisations.</li> <li>• Manage the Leisure Operating Contract and associated projects, including capital developments and contract variations.</li> <li>• Develop funding bids and create opportunities to increase resource and capacity within the district to reduce health inequalities.</li> <li>• Delivery and monitoring of the Playing Pitch Strategy</li> <li>• Support the development and the implementation of the Discover Ashfield plan</li> <li>• Manage the day-to-day activity of the wellbeing officers in line with the Corporate Plan.</li> </ul>	

<b>Reporting relationships</b>	
<b>Reports to:</b>	Senior Wellbeing Officer
<b>Responsible for:</b>	Wellbeing Officers

<b>Key tasks and responsibilities – post specific</b>
Manage the Leisure Operating Contract, ensuring all elements of the contract are achieved through a strong relationship with the Operator. Oversee new capital development and contract variations to further develop the contract and offer to Ashfield residents.
Support the development and implementation of Ashfield’s Health and Wellbeing Partnership Strategy
Support the Wellbeing Manager to facilitate the Ashfield Health and Wellbeing Partnership and relevant subgroups.
Create and implement a strategic approach and long-term plan for the council’s priority places, based on evidence and insight in collaboration with local partners and organisations.
Play a key role in understanding which health inequalities most affect Ashfield residents including smoking, alcohol and drug misuse, physical inactivity, food insecurity, mental health and long-term health conditions, and develop and implement action plans to address these.
Lead the approach to Wellbeing at Work
Coordinate resources to support and ensure comprehensive budgetary monitoring and control.
Develop funding bids and create opportunities to increase resource and capacity within the district to reduce health inequalities

Support the organisation and delivery of the Council's Corporate Events Programme
Support the development and the implementation of the Discover Ashfield plan
Lead on the implementation of the Council's Playing Pitch Strategy and improvement of outdoor sports facilities.
Deputise for the Wellbeing Manager as and when required
Other duties as may be required from time to time which are consistent with and/or align with the key tasks and responsibilities of the post.

<b>Key tasks and responsibilities – corporate</b>
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Managing and / or using resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

<b>Employee signature</b>			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
<b>Employee signature:</b>		<b>Date:</b>	