

Job Description

A Post Details	
Job Title: Wellbeing Adviser	Grade: B002
Department Wellbeing, Health and Safety	Division: Select Division
Reports to: Senior Wellbeing Advisor	Contract Type:
Level of Vetting: Recruit Vetting	Numbers in Post: 1
Welsh language required No	
B Purpose of the Post	
Supports the implementation of the force Wellbeing Strategy ensuring BTP employees are effectively supported in issues related to their emotional, mental, financial, and physical wellbeing. Delivery of a broad range of support services in relation to wellbeing providing advice and guidance to management, colleagues and employees on BTP wellbeing services	
C Dimensions of the Post	
<p>Financial – direct or indirect None</p> <p>Staff Responsibilities – Direct or Non-Direct Direct - None In-Direct Training, recruiting and supporting forcewide Wellbeing and TRiM Peer Support Network circa 200 employees</p> <p>Any Other Statistical Data</p> <ul style="list-style-type: none"> Facilitate wellbeing workshops and roadshows available to all BTP employees circa 5000 employees Support in the delivery of mental health training to all BTP employees circa 5000 employees Promote Wellbeing Hub site usage currently 30403 site visits and 2986 employees accessed 	
D Principal Accountabilities	
<p>Data and information Management</p> <ul style="list-style-type: none"> Analyse absence data and support service utilisation to identify emerging trends i.e. stress on divisions and provide the relevant support and signposting. Interrogate wellbeing data across all service functions and prepare routine and ad hoc reports with recommendations to improve service delivery. <p>Compliance</p> <ul style="list-style-type: none"> Management of Wellbeing and TRiM record keeping and data; maintaining confidentially, and ensuring compliance with information management and data protection standards and legislation e.g. GDPR Support in the preparation of reports and dashboards for presentation to BTP/BTPA, governance, H&S boards and divisional meeting, providing KPI and MI data. <p>Wellbeing Engagement</p> <ul style="list-style-type: none"> Design, develop and manage digital and promotional content on Wellbeing SharePoint site. 	

- Build partnerships and engage with managers to support delivery of the Wellbeing Strategy including delivering promotional activity and supporting in the delivery of training and briefings
- Drive and promote the annual wellbeing calendar and facilitate wellbeing roadshows across BTP.
- Identify opportunities for online webinars and wellbeing, designed to inform and educate on a range of wellbeing topics and promote the use of BTP Wellbeing support services and improve the health and wellbeing of BTP employees.

Wellbeing Service and Support

- Provide wellbeing support and advice to all BTP employees across in line with the Wellbeing, Health and Safety strategy
- Coordinate daily TRiM and Wellbeing peer support activity in line with policies and procedures, including handling referrals, providing advice and guidance, supporting the delivery of training and recruitment, data management and escalations of queries to Senior Wellbeing Adviser where appropriate.
- Act as subject matter expert; on an individual or group basis such as sub-divisional Health & Safety meetings, providing professional, evidence based and expert wellbeing advice and guidance to managers and employees in relation to stress management, trauma risk management, psychosocial risks and 3rd Party support.
- Direct & educate managers in meeting their responsibilities in respect of employee wellbeing through attendance at sub-divisional Health and Safety meetings, and at other meetings or opportunities that may arise.

Relationship Management

- Manage customer and colleague relationships (internally and externally) to maximise the opportunities for wellbeing support, information and guidance.
- Work with the wider people and culture team to understand and identify emerging health risks in relation to health and wellbeing (workplace stress, trauma, MSK etc)
- Represent BTP at relevant specialist networks and groups such as Oscar Kilo, National Wellbeing Police Service and College of Policing, to undertake and participate in network learning and information sharing to improve health and wellbeing activities and outcomes across BTP.

E Decision Making

Make Decisions

The post holder will use their knowledge and experience to make recommendations about the suitability of wellbeing engagement initiatives, promotions and training using appropriate Wellbeing, Health and Safety data

Significant say in decisions

Provide advice and guidance to BTP colleagues in response to TRiM/Wellbeing peer support referrals and general wellbeing queries.

F Contact with Others

Internal – Wellbeing, Health and Safety department, internal stakeholders including TRiM and Peer Supporters, unions and employee staff associations.

External Contractors and Stakeholders – EAP, College of Policing, Oscar Kilo, Remploy, Railway Chaplains and other charity partners

<p>G Essential Criteria</p>
<p>Qualifications and Training:</p>
<p>TRiM practitioner/manager (or equivalent trauma risk management programme) Trained in the provision of Peer Support Health and Wellbeing qualification to the equivalent of Level 3 or above Level 3 Training qualification Level 3 Mental Health qualification</p>
<p>Experience:</p> <p>Excellent interpersonal and communication skills in Welsh No</p>
<ul style="list-style-type: none"> • Experience of working in a wellbeing role in a multi-disciplinary and complex organisation • Experienced in supporting a wellbeing programme and planning & organising wellbeing events • Support and coaching of line managers and People Advisors in health and wellbeing, including psychosocial risk management. • Experience of analysing data to identify wellbeing trends to inform developments and improvement initiatives • Previous administrative experience with a high level of organizational ability. • Experience of working with minimal supervision • Experience in managing sensitive, personal and confidential matters. • Experience of scheduling meetings, events, preparing agendas and documentation, taking and drafting accurate minutes. • Experience of producing accurate written information and demonstrate a high level of attention to detail • Experience of supporting briefings and awareness sessions to a variety of different people and groups • Demonstrates an understanding of Wellbeing, Health & Safety best practice and legislative requirements in relation to Psychosocial and Stress Risk Management.
<p>Skills:</p> <p>Excellent interpersonal and communication skills in Welsh No</p>
<ul style="list-style-type: none"> • Strong IT skills, including significant experience of MS office applications • Excellent communication skills, verbal and written. • Able to withstand pressure, working calmly, accurately and with sensitivity when under pressure • Strong customer service orientation. • Achievement orientation with a drive to deliver. • Enthusiastic and passionate about wellbeing • A positive, self-starter and motivated individual, with strong resilience skills and a proactive spirit. • Demonstrates sound analytical and creative and pragmatic problem-solving skills. • Relationship management - able to build and sustain positive and productive working relationships with key staff and trainers and deliver excellent customer service. • Able to demonstrate high ethical standard and a commitment to BTP's values and associated behaviours. • Champion equality, diversity and inclusion in all activities.

Knowledge:
<ul style="list-style-type: none">• Knowledge of workplace health and wellbeing• Knowledge of the UK geography and rail network• Knowledge of the policing environment
Desirable criteria:
<ul style="list-style-type: none">• Level 3 qualification or equivalent in Health and Wellbeing, Mental Health or willing to work towards• Project management experience including techniques for planning, stakeholder engagement and risk management
H Additional Information
National travel to various locations with probable overnight stay. Out of office hours of work may be required. Required to be contactable in order to provide advice and support in emergency situations. Lead roadshows/events for Health and Wellbeing and to work with both H&S and OH to co-ordinate Wellbeing events around the BTP Divisions
For Panel to complete only: Line Manager Approval: (this is only signed off when the line manager has approved the final version) Panel Approval: Reward Team Date: 21/04/2022