

## **FROME TOWN COUNCIL**

### **Job description**

#### **Health & Wellbeing Manager**

**Grade:** NJC SCP 31 - 38

**Hours of Work:** 37 hours per week including some evening and weekend work

**Responsible to:** Deputy Town Clerk

**Responsible for:** The work of staff on relevant projects

#### **The purposes of the role**

The Health & Wellbeing Manager will have direct responsibility for leading action to secure greater community wellbeing. They will stay informed of relevant developments at national, county and district level which affect provision of health and wellbeing services and help to shape the Council's strategy in this area. The Health & Wellbeing Manager will develop key relationships with statutory bodies and others, ensure the Council is knowledgeable regarding provision of community initiatives in this area and keep abreast of any emerging gaps or concerns for the future. They will ensure that advice and information on wellbeing matters can be provided to staff, councillors, members of the community and others who make enquiries of the Council. Success will be measured by the extent to which the role has enabled the Council both to shape and to meet its strategic objectives in these areas.

#### **Background**

The Town Council's Strategy 2016 – 2020 ('A Town of the Future for the Future') and a policy report (attached to this document at appendix 1) highlight how the Council sees the importance of wellbeing and outlines how the Council aims to build community wellbeing in Frome.

#### **Main responsibilities and key tasks**

The Health & Wellbeing Manager will:

1. Keep abreast of wider developments around wellbeing both locally and nationally
2. Develop a coordinated strategic plan for improving community wellbeing through developing stronger, more strategic relationships with key organisations within the public, community and business sectors
3. Understand and interpret, at a local level, gaps and planned changes in service provision, identify any emerging issues and develop innovative, timely and creative solutions around wellbeing.

4. Develop projects and areas of work that will implement the Council's wellbeing policies and aspirations.
5. Work closely with other Council staff and allied projects and ensure joined up thinking with public sector and community organisations
6. Provide relevant expert advice to staff and councillors.
7. Work with other managers to manage and be responsible for the overall delivery of the Council's work programme ensuring that projects are delivered on time and within budget. Ensure that links between the three core areas of work i.e. Prosperity, Environment and Wellbeing are identified and realised.
8. Manage the work of staff on relevant projects
9. Work with other staff to identify opportunities for relevant funding, grants and awards to support delivery

The following areas are priorities for 2017/18 (not in priority order):

- Young people
- Neighbourhood development (in order to decrease isolation)
- Carers
- Deprivation within the town
- Literacy
- Sports development
- Volunteering
- Older people

## **General**

This job description forms part of the contract of employment.

The responsibility for the smooth running of the Council is incumbent on all members of staff. At certain times, when colleagues are absent or during periods of seasonal or high workloads, for instance, you will be expected to help with or take on additional duties and responsibilities that are in line with the grade and purpose of this role.

A flexible approach to working evenings and weekends is required, although this will always be with as much notice as possible. Likewise, some bank holidays.

The post-holder has personal responsibility for safety in accordance with Health and Safety legislation and Council policies.

The post-holder will be expected to behave in a sustainable and ethical way and to spend public funds wisely.

You will be expected to liaise and work with all other colleagues, with the emphasis being on teamwork and provide assistance to others in covering holiday periods, sickness and any other contingencies when necessary.

Members of staff are to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service and Council's Constitutional Policies.

You should be committed to the Council's Equal Opportunities Policy and to ensure equality of opportunity in service delivery.

This job is reflective of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

## **Person specification – Health & Wellbeing Manager**

### **Qualifications (essential)**

Educated to degree level or equivalent

### **Knowledge & skills (essential)**

1. Detailed knowledge of relevant legislation, policies, challenges and best practice relating to community health and wellbeing
2. Exemplary communication and presentation skills
3. Excellent project management skills (organisational, planning, budget and time management) and ability to view projects long term
4. Ability to develop good working relationships and work as a member of a team
5. Ability to manage time and workload effectively
6. A professional and courteous manner
7. A flexible approach to working weekends and evenings to coincide with events or meetings
8. Ability to use initiative and to be self-motivated
9. Decisive, logical thinking with creative problem-solving ability
10. Hands on and practical approach

### **Experience (essential)**

1. Experience of working and successful delivery in the public and/or community sectors in areas that support and promote community wellbeing, health, housing, education, etc.