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**Job Description**

**Wellbeing & Inclusion Manager**

**Grade:** PO2

**Spinal range:** Spinal points 38 – 41

**Reporting to:** Assistant Director Employee Experience

**Accountable to:** Chief People Officer

**Location:** Cross College - Based as per offer contract

**Hours:** 36 hours per week, 52 weeks per year **Responsible for:** N/A

# MAIN SCOPE OF POST:

To develop and manage the development and implementation of Equality, Diversity, and Inclusion (EDI) and wellbeing initiatives at HRUC.

The role involves ensuring alignment with HRUC’s strategic objectives and fostering a culture of inclusivity and wellbeing across the College Group; ensuring the mental and physical health of staff is supported through comprehensive wellbeing programmes. The post holder will be responsible for driving EDI and wellbeing strategies, supporting staff, and collaborating with various stakeholders to create an inclusive and supportive environment.

This role will involve working closely with the Assistant Director - Employee Experience to drive key initiatives related to staff wellbeing, including inclusive culture, and performance enhancement.

# KEY RESPONSIBILITIES:

**EDI and Wellbeing Strategy implementation**

1. Develop and execute a comprehensive Inclusion and Wellbeing Strategy in line with HRUC’s organisational objectives.
2. Implement and monitor inclusion action plans, ensuring they address identified needs
3. Provide expert advice and guidance on inclusion matters to senior leaders and managers.
4. Manage and deliver a suite of central wellbeing activities.
5. Use data to identify staff wellbeing needs and develop strategic approaches to address them.

# Inclusion and Wellbeing policy and programme development and implementation

1. Design and deliver key programmes related to health and wellbeing, inclusive culture, and EDI.
2. Implement initiatives to support the strategic pillars of HRUC’s People Strategy.
3. Oversee and implement an annual calendar of inclusion and wellbeing events and communications.
4. Develop and implement organisational development policies, procedures, and guidelines.
5. Work with the Learning and Organisational Development Manager to ensure that EDI training is included in the annual training calendar and where appropriate, third-party training providers are procured.

# Talent Management and Development

1. Contribute to talent management initiatives, focused on incorporating and enhancing wellbeing and inclusion within, succession planning, and performance management at HRUC.
2. Develop and implement programmes to develop and retain talent.
3. Work with the People Advisors and be the subject matter expert on wellbeing and inclusion to understand and address workforce development needs that creates cultural change and enhances HRUC’s organisational performance.

# Data Analysis and Reporting

1. Produce regular reports on industry updating rates, mandatory training completion rates, and organisational development activities.
2. Utilise benchmarking to assess the impact of talent management strategies and identify trends for improvement.
3. Track and analyse key metrics to measure the effectiveness of organizational development programs.
4. Provide regular reports to the Chief People Officer, Assistant Director - Employee Experience and other stakeholders.
5. Use data insights to continuously improve programmes and strategies.
6. Ensure accurate data input and maintenance on Leaning Management System (LMS), and produce related reports.

# Compliance and Best Practices

1. Ensure that all programs comply with relevant laws and regulations.
2. Stay updated on best practices in organisational development and incorporate them into HRUC’s strategies.
3. Promote continuous improvement by evaluating and refining existing programmes.

# Staff Management

1. Provide leadership and guidance to the Employee Experience Administrator.
2. Conduct performance appraisals and facilitate professional development of the Employee Experience Administrator.

# Generic Responsibilities

1. Act as a brand ambassador for HRUC, promoting the organisation internally and externally.
2. Stay updated on best practices in organisational development and incorporate them into HRUC’s strategies; and maintain continuous professional development (CPD).
3. Carry out all other duties as may be reasonably required, and contribute to larger HRUC-wide projects to support the achievement of strategic aims.
4. Participate in Open Evenings, Parent/Student Consultation Evenings and other College events as required.

# Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

**Wellbeing & Inclusion Manager - Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How**  **assessed\*** |
| **Qualifications** |  |  |  |
| 1. Good general level of education (including Maths and  English at Grade C or above, or equivalent) |  |  | AF/Cert |
| 2. Professional qualification in EDI, wellbeing, mental health, or occupational health (e.g., CIPD Level 5 or  equivalent) or willingness to achieve it within 1 year |  |  | AF/Cert |
| 3. Educated to A Level standard or equivalent |  |  | AF/Cert |
| **Knowledge, Skills and Experience** |  |  |  |
| 4. Minimum of 4 years’ experience in an EDI or wellbeing- focused role |  |  | AF/IV |
| 5. Strong organisational skills with the ability to manage  multiple projects simultaneously |  |  | AF/IV |
| 6. Proven experience in leadership development  and talent management |  |  | AF/IV |
| 7. Excellent research, analytical, communication and  presentation skills |  |  | AF/IV |
| 8. Proven track record in designing, delivering, and  evaluating training programmes |  |  | AF/IV |
| 9. Experience of managing high volumes of work and  dealing with conflicting priorities under pressure |  |  | AF/IV |
| 10. Proficiency in Microsoft Office Suite and other relevant  software |  |  | AF/IV |
| 11. Experience in developing and implementing diversity, inclusion and /or wellbeing initiatives in an education  setting |  |  | AF/IV |
| 12. Good literacy, numeracy skills and communication skills, and the ability to communicate effectively with  people at all levels in an organisation |  |  | AF / IV / T |
| 13. Ability to manage/supervise the work of others and  delegate effectively. |  |  | AF/IV |
| 14. Experience with project management in EDI, and  Wellbeing initiatives. |  |  | AF/IV |
| **Personal Attributes** |  |  |  |
| 15. Negotiation, influencing and excellent customer service  skills |  |  | AF/IV |
| 16. Ability to work unsupervised and use own initiative,  and ability to work independently and as part of a team. |  |  | AF/IV |
| 17. A strong commitment to Equality and Diversity and Safeguarding/Prevent and promoting the welfare of all  staff |  |  | IV |
| 18. Ability to develop and maintain strong relationships  with internal and external stakeholders. |  |  | IV |
| 19. Ability to communicate effectively, influence others,  and work under pressure. |  |  | IV |
| 20. Flexibility in working arrangements to meet the  demands of the role. |  |  | IV |

Evidence of criteria will be established from: Cert = Certificate

AF = Application Form; IV = Interview T = Test (Skills test); Cert = Certificates checked on induction