

## Wellbeing Advisor – Maternity Cover

### Overview

<b>Post No.</b>	RBPS048
<b>Grade</b>	Grade 3 (£31,067 - £34,314)
<b>Directorate</b>	Communities
<b>Service Area</b>	Community Services
<b>Team</b>	Wellbeing
<b>Reporting to</b>	Wellbeing Team Leader

### The Job

To support on the delivery of the Mid Sussex Wellbeing Hub which is part of a county-wide programme in West Sussex to promote healthy lifestyles and prevent ill-health in our local communities. The hub will provide information, advice and signpost local people to services for help and support on lifestyle issues.

The Wellbeing Advisor post will work as part of the Communities Directorate supporting the delivery of the Wellbeing Hub and its associated projects.

Based at Mid Sussex District Council, the postholder will be responsible for the delivery of the Mid Sussex Wellbeing Alcohol Reduction service and support the delivery of other Wellbeing programmes such as smoking cessation, weight management and workplace health. The postholder will also provide 1-2-1 client, community outreach and assist in administration of the wellbeing service.

### Generic Accountabilities of the Role

1. To lead on the delivery of the Mid Sussex Wellbeing Alcohol Reduction service to non-dependant drinkers and support the delivery of other Wellbeing programmes such as community workshops, smoking cessation, workplace health and weight management.
2. To triage into alternative alcohol reduction services that are available in West Sussex.
3. To provide support on a one-to-one basis (brief and extended interventions and Wellbeing MOTs) using motivational interviewing techniques to identify and to advise on lifestyle behaviour change which will prevent future ill health.
4. To provide an outreach service in key locations across the Mid Sussex District to promote the Wellbeing Hub and encourage people to engage with the service. There may be a requirement for early evening and occasional weekend work.
5. Assist with Wellbeing Hub marketing and promotional activities.
6. To engage with other Wellbeing Hub officers in West Sussex to ensure effective co-ordination of services, sharing of learning and best practice and delivery of joint training programmes
7. To understand and follow the local pathways for health and wellbeing support provided by partner organisations
8. To ensure customer information is gathered and all monitoring systems and databases are updated. The post holder will ensure client information is managed in compliance with General Data Protection Regulations (GDPR).

9. The post holder will be required to contribute to quarterly evaluation reports to be submitted to West Sussex County Council Public Health as part of the contractually agreed evaluation process. This will include collecting and submitting the evaluation data collected during the interventions, following the client journey through case studies and follow up with other services.
10. Undertake regular mandated training to extend and update own knowledge of health and wellbeing issues.

### Other Duties

**Health & Safety:** You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must cooperate with management in all respects for the full implementation of the Council's Health and Safety Policy.

**Equality & Diversity:** You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

**Learning & Development:** You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager. You will be receptive to feedback, willing to learn, embracing continuous improvement.

**Quality/Compliance:** You will achieve a standard of excellence with our work processes and outcomes, honouring our policies and all regulatory requirements.

**Customer Focus:** You will strive for high customer satisfaction, going out of your way to be helpful and pleasant, making it as easy as possible on the customer rather than our directorate or the Council.

**Communication:** You will balance listening and talking, write clearly and accurately, influence others, and keep others informed.

**Team Member:** You will be helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.

**Initiative:** You take ownership of your work, doing what is needed without being asked, and following through.

**Efficiency:** You plan and manage your time well, being on time, being cost-conscious, and continuously thinking of better ways to do things.

### Special Conditions

By the nature of this post the hours of work must be flexible, and may, on occasion, be more than those normally laid down. Occasional evening work and other work outside of "normal office hours" forms an integral part of the job, and this has been considered when determining the salary for the job.

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employer's business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager monthly. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, monthly, so that the Payroll Manager can process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A notice period of three months to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes	
<b>Qualifications Educational and Professional</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Educated to GCSE/ A level standard or equivalent</li> <li>• High level of literacy and numeracy</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Degree educated (in any subject) or equivalent qualification</li> <li>• Qualification in public health</li> <li>• Motivational Interviewing Level 2 (intermediate)</li> <li>• Motivational Interviewing in Groups</li> <li>• Trained in Alcohol Reduction support</li> </ul>
<b>Knowledge</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Knowledge of local government, Public Health and NHS</li> <li>• Life style and behaviour change theory and practice</li> <li>• Have good ICT skills including computer literacy, databases and a working knowledge of word processing and spreadsheet packages</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Knowledge of local health and wellbeing services</li> <li>• Knowledge of Stop Smoking support services and Public Health guidance</li> <li>• Monitoring and evaluation techniques within a health setting</li> </ul>

<b>Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Customer service experience dealing with people face to face and on the telephone</li> <li>• Working in a health and wellbeing environment</li> <li>• Supporting behaviour change on a one-to-one basis</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Working in public sector environment</li> <li>• Producing newsletters and promotional materials</li> <li>• Working in a political environment</li> <li>• Working with vulnerable people</li> <li>• Working in a Wellbeing Advisor or Health Trainer role</li> </ul>
<b>Special Aptitude / Skills</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Proven inter-personal skills</li> <li>• Able to solve problems creatively</li> <li>• Good organisational skills and able to manage workload in an efficient, effective manner</li> <li>• Ability to communicate effectively in writing and orally to officers and the public</li> <li>• Able to contribute positively as a team member</li> <li>• Comfortable in working with representatives from other public, commercial or voluntary organisations</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Understanding of issues relating to deprived areas</li> <li>• Understanding of issues around equality and diversity</li> <li>• Building and maintaining good relationships with partner organisations</li> </ul>
<b>Personal Behaviour</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Proactive self-starter determined to see initiatives through</li> <li>• Creative, innovative problem solver open to new ideas and ways of doing things</li> <li>• High personal standards for integrity, accuracy and clarity</li> <li>• Demonstrable desire to learn and improve own skills</li> <li>• Well organised and able to meet deadlines</li> </ul>
<b>Other</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Well presented at all times</li> <li>• Full drivers licence and access to their own transport</li> <li>• Able to work early evening and weekends on occasion when required</li> <li>• Require an enhanced Disclosure and Barring Service (DBS) check</li> </ul>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.