

Job Description

Engagement and Wellbeing Advisor

Job Details	
Grade	C (*consultation grade - subject to formal evaluation under the Pay Equity Review)
Job Evaluation Number	A475
Number of Posts	1
Directorate	Corporate Management
Division	People Services
Department	Chief of Staff
Service Area	Chief of Staff
Reporting to	Engagement and Wellbeing SME
Strategic statement about Birmingham City Council	

1.0 Portfolio Responsibilities

Reporting to the Engagement and Wellbeing Officer. This role focuses on operational delivery of employee engagement and wellbeing strategy plan. Lead on planning and delivering engagement, communications and wellbeing activities. Lead on data analysis, insights, evaluation and reporting of engagement activities.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Supporting the Engagement and Wellbeing Officer and Lead in implementing strategies to enhance employee engagement, communications, and wellbeing.

Leading engagement and wellbeing projects and support others in their implementation (online and visiting frontline colleagues)

Leading on the development and managing of toolkits, data and evaluation frameworks, intranet, and other resources.

Advising and delivering engagement, communications and wellbeing plans for activities, projects and campaigns.

Organising and coordinating engagement events and activities, including the staff survey, focus groups, roadshows, colleague champion groups, wellbeing offer, campaigns, resources etc.		
Tracking and evaluating the impact of engagement, communications and wellbeing activities across the council drawing insights and continuous improvement.		
Identifying and raise risks, issues, and opportunities through governance structures		
Building and delivering training, upskilling, and advising key stakeholders and colleagues.		
Analysing data trends, insights and patterns providing reports and information.		
Ensuring continuous improvement by undertaking research and practitioner insights into employee engagement, communications, and wellbeing initiatives		
Building and maintain relationships with internal and external stakeholders		
Collaborating with other teams to co-design tools and approaches for improved efficiency		
Undertaking duties and responsibilities commensurate with the grade of this post as well as deputise for the Engagement and Wellbeing Officer.		
Deputising for the Engagement and Wellbeing Officer in absence		
3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)		
Post Title	Post Title - Grade - Number of Posts	Number of Posts
N/A	N/A	N/A
Special Conditions		
Is Safeguarding Check needed?	Not Required	

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/C	Possess CIPD Level 3 or substantial equivalent experience of working at this level.
Experience	AF/I	Demonstrate experience of using with proficiency IT, Microsoft Office Suite (Excel, PowerPoint, Outlook, SharePoint, Sway, Forms, PowerBi etc.).
Experience	AF/I	Demonstrate experience of providing high level customer service .
Experience	AF/I	Demonstrate experience in dealing with complex data and report development
Experience	AF/I	Demonstrate experience organising events or activities.
Experience	AF/I/WBE	Be knowledgeable to execute engagement, communications, and wellbeing strategies and tools (e.g., surveys, focus groups, campaigns, resources).
Skills	AF/I	Possess good interpersonal skills and ability to advise and guide colleagues on area of expertise.
Skills	AF/I	Able to work as part of a team.
Skills	AF/I	Able to manage and take responsibility for own workloads, handle multiple priorities and meet deadlines.
Skills	AF/I	Possess excellent writing and editing skills to craft clear and impactful messages.
Skills	AF/I	Able to evaluate multiple sources of information.
Skills	AF/I	Able to interpret complex data.

Other	AF/I	Able to travel between council offices for frontline engagement.
Knowledge	AF/I	Possess excellent project management skills to oversee the execution of intranet, engagement, wellbeing, communication initiatives.

All staff at BCC understand that employment on this job description is in line with the current BCC Workforce Contract

In line with your Birmingham workforce contract, it may be reasonable from time to time to request employees to undertake other duties commensurate with your role. These requests should be exceptional. If you find these are anything other than a 'time to time' request, then it will be necessary for the role to be re-evaluated (following NJC Gauge principles) to maintain the integrity of BCC's job evaluation scheme.

For reference your contract of employment states: From time to time, you may be required to undertake other or additional duties as we may reasonably require.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

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As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of

all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and -Record and report any concerns or incidents.

Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer support, with safe spaces for those who need it and offer access to our talent programme to support everyone in reaching their aspirations and fulfilling their potential.