

Post Title:	People Services Wellbeing Advisor
School/Unit:	People Services
Reporting to:	Lead Organisational Development Partner
Grade:	6A/B
Salary:	£34,804 - £39,152 per annum
Tenure:	Permanent
Location:	You will be based across both campuses at Llandaff and Cyncoed however, you will be able to work a mix of remotely and on campus
Hours	37 hours per week We value a flexible approach that is focused on outcomes with flexibility around when you work your hours. We are a values based people-centered University, and encourage flexible and agile working practices. Your ability to balance high performance with maintaining your wellbeing are key. We want our people to have a great work life balance.

## Our Purpose

Our University's purpose is to deliver high quality and high impact practice-focused and professionally recognised education, research and innovation in partnership with our students and industry. In working together, and by championing creativity and diversity, we will enable every student to fulfil their full potential to make outstanding graduate-level contributions and generate sustainable economic growth and social cohesion for our City, Wales and the wider world.

## General Job Description

Our mission in People Services (PS) is to help create an amazing place to work with flexibilities that enable people to thrive and live better and healthier lives through fulfilling work. We aim to do this by providing a great employee experience through a transformational PS function, centralising and simplifying HR operations, seeing our colleagues as our internal customers, and co-creating impactful people initiatives for work now and in the emerging future.

People Services includes Strategy, Partnerships and Organisational Development, People Operations, People Analytics and Specialist Employment Relations teams. We also work collaboratively with each other in a virtual space on cross-functional projects.

The People Services Wellbeing Advisor is a crucial role within the People Services team and you will be responsible for helping to bring to life the University's People Strategic Plan, in particular, the University's commitment to supporting colleague wellbeing and the Universities Wellbeing Strategy – 'Taking Part'. Keeping up with external strategies such as Universities' UK Step Change Strategy and Welsh Government Policy.

You will be part of the Organisational Development (OD) team and take on broader OD responsibilities as part of your role and as well as develop strong working relationships with the

Business Partners. This is a brand new role and you will be instrumental in encouraging and embedding a mind-set that makes staff wellbeing a priority. You will be pivotal in identifying, communicating, implementing and maintaining university-wide wellbeing practices and initiatives. This is a strategic role working in the culture space, promoting wellbeing and developing staff wellbeing initiatives to increase staff happiness and engagement.

You are someone who lives and breathes a healthy work-life balance, being a role model and a champion for inspiring and supporting managers to proactive looking after their own wellbeing and encourage and support their team members to do the same, helping build the foundations for all colleagues to be their best.

## What you'll do

- Provide professional and credible wellbeing promotion, advice and guidance to managers and teams at all levels, on the full range of internal and external health and wellbeing support available, using a broad range of communication methods to ensure our support programme inclusively meets the needs of our diverse workforce.
- Take the lead in designing and implementing wellbeing development activities and training sessions, including sourcing, promoting and arranging mental health training and support for managers and colleagues internally and externally e.g. iAct Mental Health Awareness training.
- Regularly review all wellbeing information, guidance and support for colleagues and take the lead in compiling and adding to this to provide an online 'one stop shop' where all colleagues can easily find and access the support on offer, when they need it.
- Regularly review Management Information from the Employee Assistance Programme provider, identify any patterns and work collaboratively with People Services colleagues to explore ideas and implement actions for addressing any emerging wellbeing support needs.
- Regularly review and evaluate the service provided by the Employee Assistance providers taking into account feedback from within People Services and from managers and colleagues across the University.
- Bring to life what it means to be part of the UK Healthy Universities Network, keeping up to date with and bringing back insights and best practice to discuss and take forward with the wider People Service team and being an ambassador for the University at external meeting/events.
- Connect and collaborate with colleagues across the University who have wellbeing expertise and knowledge, sharing ideas and resources in order to support a joined up approach to wellbeing for colleagues, students and wellbeing-related research and innovation.
- Arrange, attend and proactively contribute to internal and external meetings concerned with wellbeing, including relevant Committee meetings.
- Network at external events to share best practice and learn

- Collaborate and engage with leaders on key departmental wellbeing agendas.
- Use people analytics and insights to monitor and inform wellbeing initiatives and activities.
- Be responsible for the delivery of actions aligned to the 'Good Physical Health' element of the University's Health and Well-being Strategy, including co-ordinating the University's involvement in national campaigns around exercise, smoking cessation, responsible alcohol consumption and healthy eating.
- Liaise with the Health & Safety team and relevant School/Unit contacts to ensure that the University meets its Health & Safety obligations in relation to the mental health of colleagues, including but not limited to stress risk assessments.

## What you'll bring

- Cardiff Met is a values-based University we are proud of our culture and we are there for our people. We have a golden thread that underpins our values and behaviours, and this is community; we support each other, we are kind to one another, and we are one team; we are One Cardiff Met. We use our Values of Creativity, Innovation, Freedom and Diversity to help guide our decisions and actions.
- We encourage and embrace inclusion that enables everyone to feel respected and able to perform at their best. We adopt a learning mind-set
- You'll enjoy helping others in a thoughtful and kind way.
- You'll take the initiative to ask questions to understand what colleagues need.
- You'll love working in a fast-paced, 'can do' team.
- You'll like to make a difference; spotting ideas for improvement and being creative on a daily basis.
- You'll be digitally competent and comfortable with remote working.
- You'll bring a wealth of knowledge well-being in supporting achievement of organisational goals and objectives.
- You'll have a proven ability to take the lead on wellbeing project work and be comfortable working on cross-functional team projects.
- You'll have the ability to collate, analyse and evaluate wellbeing management information.
- You'll be experienced in and enjoy writing and presenting reports about wellbeing.
- You'll have considerable experience of designing and delivering training.
- You'll have the ability to influence behaviours towards achieving a positive wellbeing culture



- You'll enjoy networking and be well-connected, with a good knowledge of relevant wellbeing networks and credible sources of the latest wellbeing research and best practice
- You'll have strong customer service skills
- The ability to speak Welsh is desired, and not essential.
- You'll have a demonstrable record of embracing/proactively seeking opportunities for development

## Essential Qualifications

- Degree level or equivalent
- Qualification at level 5 in Wellbeing related subject
- Coaching qualification would be desirable

## Desirable Qualifications

- Member of CIPD

### Additional Information:

These guidelines are provided to assist you in your performance. The University is a dynamic organisation; therefore, changes and variations may be required from time to time and any changes will be discussed with you. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be required as provided by your line manager.

It is accepted that individual staff will have specialist skills and knowledge in relation to the role they have been appointed to. Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff must have particular regard for their responsibilities under Cardiff Metropolitan University's Policies and Procedures and in particular the qualities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.