

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economic Affairs
SECTION:	Skills and Employment Team
LOCATION:	Floor 3 Number One Riverside
JOB TITLE:	Work and Health Officer
POST NUMBER:	
Grade:	7
Accountable to:	Skills, Work and Health Manager
Accountable for:	Assistant Work and Health Officer
Hours of Duty:	37.00
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The postholder will have responsibility for the development and management of a range of initiatives to increase the borough's employment levels and ensure job seekers, the employed and employers are supported with health issues that are a barrier to maximising economic activity and wellbeing.

Control of Resources

Personnel

Responsible for the support, supervision and management of the Work and Health Graduate post.

Financial

The postholder will be responsible for:

- a) Managing budgets allocated to the postholder
- b) Identifying and bidding for financial resources

Equipment/Materials

Responsible for the efficient, safe and effective use of equipment used by self

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Workforce development and mandatory training programmes.

Relationships (Internal and External)

Internal: other staff within the Economic Affairs Service, Economy Directorate and other services in the Council in particular Public Health.

External: officers within partner organisations including Link4Life, Job Centre Plus, local training providers, local health service, GMCA, and the local voluntary and community sector.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To strategically lead the development of services and programmes to support people with health related problems to remain in/return to work.
2. To lead the design of innovative interventions to improve employment and health in the borough, contributing expertise to the development and implementation of a new employment, skills and health strategy for the borough.
3. To work with key agencies and employers in the private, public and voluntary/community sector to identify and address workplace health issues with the aim of contributing to increasing productivity and inclusive growth.
4. To actively seek and secure additional sources of funding to support the delivery of health and employment activities.
5. To be responsible for the employment and health input into local public sector reform activity.
6. To be responsible for employment and health input into the neighbourhood approaches to delivering public services.
7. To engage, support and facilitate local health service providers to ensure their provision is responsive to the needs of those that are on current and future Welfare to Work Programmes.
8. To be responsible for employment and health input into the borough's Age Friendly Steering Group.
9. To support the Rochdale input to the GMCA Work and Health Programmes and initiatives under the GM Health and Social Care Partnership.
10. To provide expertise and support to the borough's voluntary and community sector organisations services in relation to work and health.
11. To identify the need for and provide the training and development support for professionals and non-professional involved in delivering customer facing services and resource planning decisions in relation to work and health services to deliver positive outcomes for borough residents.
12. To line manage the work of the Assistant Work and Health Officer.
13. Effectively commission specialised support in order to meet specific needs of borough residents where other funding is not available, subject to budget availability.
14. To act as an adviser on Social Value to council and partner commissioners to secure commitment to employment and health outcomes and activity.
15. To deputise for the Skills and Employment Manager and Economic Affairs Manager as required.

Secondary Duties

- 1 To participate in programmes of in-service training as a trainee and when required as a trainer/facilitator for the Council and partners.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Director (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

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Job Description prepared by	<u>Susan Ayres</u>	Date	<u>31.10.18</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor/Line Manager	<u></u>	Date	<u></u>
Assistant Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Economic Affairs	Post:	Work and Health Officer
Section :	Skills, Work and Health Team	Post Number :	
Job Ref:	RO26035	Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	Are you willing and able to work flexibly to meet the demands of the service (including evenings and weekends as necessary).	E	AF/I
2	Are you willing and able to travel throughout the borough, Greater Manchester and other locations as required.	E	AF/I
(b) Qualifications and Experience			
3	Please detail your experience of working in an employment support or health improvement field.	E	AF/I
4	Please detail your degree or equivalent qualification and/or evidence of work experience to a similar standard.	E	AF/I
5	Please detail your experience of designing and delivering projects to improve health or employment outcomes.	E	AF/I
6	Please detail your experience of developing local partnerships between the public, private and community/ voluntary sectors.	E	AF/I
7	Please detail your experience of supervising other staff and supporting the development of apprentices and trainees.	D	AF/I
8	Please detail your experience of project or programme management including appraisal, performance management and evaluation.	E	AF/I
9	Please detail your experience of working with employers to promote workforce initiatives and secure employment opportunities for priority groups.	E	AF/I
(c) Skills and Knowledge			
10	Please provide details of your recent knowledge of promoting employment as a means of improving health outcomes and an understanding of GM's whole population approach to work and health.	E	AF/I/P
11	Please provide details you're your wide understanding of Welfare to Work Programmes including those programmes resulting from Greater Manchester Devolution.	E	AF/I
12	Please detail your planning, co-ordination, facilitation and organisation skills including the ability to work to tight deadlines and under pressure.	E	AF/I
13	Please provide details of your ability to interpret and present qualitative and quantitative information in both written and presentational formats and communicate this information to a range of audiences.	E	AF/I

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Skills and Knowledge (continued)		
14 Please provide details of your ability to establish positive relationships with a wide range of stakeholders and influence decision making to support improved employment and health outcomes.	E	AF/I
15 Please provide details of your ability to work on own initiative and as part of a team.	E	AF/I
16 Please provide details of your ability to deliver training and awareness sessions to staff, employers and residents to promote the work and health agenda.	E	
17 Please detail your IT skills utilising Microsoft Office products.	E	AF/I
(d) Behaviours and Values		
18 Approach the job at all times using the values set out in the Rochdale Way: <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
19 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
20 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I