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| A | **Post Details** |
|  | Job Title: | Heath, Wellbeing and Inclusion Manager | Function: | People |
|  | Location: | Four More London Riverside | UPN: |  |
|  | Reports To: | Head of Inclusion and Wellbeing | Grade: | MG2 |
| B*B1**B2**B3* | Purpose of the JobTo ensure that Southeastern is an industry leader on wellbeing and inclusion activities that add value to employees and the business. To achieve this, the wellbeing and inclusion priorities need to be clear, understood, measurable and integrated in our people plan You will design and implement plans that remove barriers and ensure equitable access to health and wellbeing support and resources; making sure frameworks are in place that allow individual, diverse health needs to be accommodated The success of the plans will require the post holder to actively measure the impact of wellbeing and inclusion with a data driven approach to identify priorities and prioritise proactive initiatives |
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| **C** | Principal Accountabilities |
| *C1**C2**C3**C4**C5**C6**C7**C8**C9**C10* | To lead and manage two direct reports taking into account their expertise, insight and plans to create an integrated approach to wellbeing and inclusion. You will also work with the Head of Department and Mental Health Lead to align activities and prioritiesTo lead and oversee the execution of new and ongoing wellbeing and inclusion projects that drive the people strategyEvaluate health and wellbeing programs and initiatives; track, monitor and evaluate the impact that the wide variety of initiatives offered are having on inclusion, the colleague experience, health outcomes and absence statistics. Communicate successes and identify areas where we can do moreWork with the People Partner team to look at organisation and job design to see how work and roles could be changed to improve and ensure that wellbeing and inclusion are at the heart of people plansWorking with key stakeholders from across the business to identify and evaluate opportunities and solutions that improve and promote a healthy, inclusive workplace, culture, behaviours and practices Working with our Data Analyst to identify the necessary wellbeing and inclusion data and information required to produce dashboards that create business insights and provide evidence of progressTo assess and identify learning and development needs that equip everyone with the skills and knowledge to take ownership of their own health and wellbeing and those around themCreate and build on our wellbeing communities for local engagement, encouraging ambassadors for health and wellness and increased social wellbeingDevelop a range of physical wellbeing activities that reflect the nature of roles at Southeastern and changing nature of people’s more flexible approach to workingCollaborating across the rail industry and beyond, participating in relevant forums to review and stay current with trends and best practices to continuously improve our efforts |
| D | **Safety Responsibilities** |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  |  No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | Yes |  |  No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | Yes |  |  No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  |  No | **🗸** |
| E | **Decision making Authority** |
| *E1**E2**E3* | Contract management and decisions required as part of thatGive recommendations on the selection of external suppliersInterpretation of current activity, making recommendations for action |
| F | **Most Challenging and/or Difficult parts of the role** |
| *F1* | A comprehensive plan that reaches all colleagues and is cognisant of different roles and demographics |

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| **G** | Person Specification |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern’s Ways of Working in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are* + Show you Care
	+ Think ‘What IF’
	+ Make Great Things Happen

All shortlisted candidates will be assessed against this framework.The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment): |
| G1 | Experience, Knowledge & Qualifications (including any specific training)Experience of assisting in the development and maintenance of action plans and/or strategy with clear deliverables that can be tracked. Or, relevant experience working in a health and wellbeing role with a lens on inclusion so that you can demonstrate experience of what is needed. Awareness of the specific health risks associated with work in train operating companiesUnderstanding of how wellbeing and inclusion are key outcomes that impact a companyProven experience of successfully managing key projects; concept, development, delivery, and embedding with a focus on results and accountability to ensure they meet objectives and deliver measurable outcomesUsing data driven insights to build compelling cases for health / wellbeing / inclusion plans that drive informed decision making and secures buy in from stakeholders |
| G2 | SkillsSubject matter expertise with knowledge of relevant legal and statutory requirements including the Health and Safety at Work Act and the Equalities ActEnsures plans and activity comply with legal and ethical standards, maintaining the Company’s reputation and fostering trust among leaders and employeesAnalytical with ability to interpret statistical data to assess effectiveness of initiatives and set clear goals for programs that deliver tangible outcomesFocuses resources and effort on maximal strategic and bottom line impact; measures and evaluates the effectiveness of initiativesCommunicates with impact delivering clear messages that resonate at all levels and withdiverse audiences, ensuring understanding and alignment across the Company |
| G3 | BehavioursActs as a role model with a strong interest and passion for driving wellbeing and inclusion in the workplace. Advocates for policies and practices that support the mental, physical, and emotional wellbeing of all employees.Keeps abreast of internal and external developments and responds accordinglyKeeps up to date with industry best practice, business and professional developments and assesses their impact on the Company with necessary actionsEmpowers others; mentors and supports leaders and employees in developing their own wellbeing strategies and inclusive practices, fostering a culture of shared ownership and commitmentAbility to motivate, influence and persuade at all levels with a clear sense of key stakeholders |

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| H | **Dimensions of the Job** |
| H1 | Financial – Direct: | N/A |
| H2 | Financial – Other: | N/A |
| H3 | Staff Responsibilities – Direct: | N/A |
| H4 | Staff Responsibilities – Other: | N/A |
| H5 | Any Other Statistical Data: | N/A |
| I | **Acknowledgement** |
| I1 | Prepared By: | Natalie Sparrow | Date: | July 2024 |
| I3 | Approved by (Head of Department): |   | Date: |  |

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| **J** | **Job Description Briefing** |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements**  |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on, this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |