

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Health and Wellbeing Projects Officer
<u>Reports to</u>	Health and Wellbeing Manager
<u>Reporting staff</u>	No direct reports but significant engagement with stakeholders associated with the delivery of health and wellbeing projects on a Service-wide level

Job Purpose

Lead and manage projects that enhance organisational processes and support health and wellbeing initiatives, ensuring they align with evolving organisational needs and make the best use of modern technology.

Ensure the effective and efficient delivery of all related projects and task and finish projects associated with the programme.

Ensure robust governance arrangements are in place and assurance reporting into the Professional Standards, Projects and Change Manager.

Support the delivery of the project workstreams, from procurement, supplier evaluations, implementation, and evaluation- while embedding features and processes that promote health, wellbeing, and a positive workplace culture.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service or to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

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<u>Specific Responsibilities</u>	
1	To project manage all Health and Wellbeing projects, ensuring that governance arrangements are in place and project plans are developed and monitored against agreed deliverables, resources and deadlines
2	Identify, manage and report on risks or interdependencies associated with the projects, making recommendations for mitigating actions to ensure delivery of the overall improvements
3	Provide regular programme highlight reports on the project to the Professional Standards, Projects and Change Manager to include an evaluation of progress and assurance that the objectives, deliverables and timeframes are being met
4	Ensure regular performance reporting on Cycle and escalate any issues for delivery to the Professional Standards, Projects and Change Manager
5	Provide expert project management knowledge, advice and support to others within the Service, and to external parties in relation to the projects being delivered. Provide resolution to issues encountered by others as part of this project delivery
6	Develop the HR project specifications to include reporting requirements, benefit tracking with clear success criteria, and solutions to increase efficiency and automation of HR processes
7	Provide flexible support and resilience across Health and Wellbeing functions as needed, ensuring continuity and effective delivery of key priorities
8	Evaluate and measure the impact and benefits of the project to inform 'end of project' reviews
9	Liaise with staff, external partners and contractors to ensure project requirements and deliverables are achieved