



<b>Job Description</b>	
Job Title	Employee Wellbeing and Belonging Manager
Responsible to	Head of Organisational Development
Department	People and Organisation
Date job description was prepared	September 2021

### Purpose of job and primary objectives

This role will be responsible for designing and delivering a person-centred approach across the organisation so that Clifton College is a place where people want to come to work. You will focus on ensuring that our people feel they are included, that they belong and that their wellbeing is at the centre of our organisation.

You will work closely with the rest of the Organisational Development Team, the wider People Team and key stakeholders across the College including the Head of Equality, Diversity, Inclusion and Belonging and Head of Medical Health and Welfare to embed equality, diversity, inclusion, belonging, and wellbeing into the policies and practices of the College at all levels, and through specific interventions.

You will provide expert advice, guidance and practical modelling for our people, across all levels of the organisation and will actively seek out opportunities for us to help improve organisational, team and individual wellbeing, signposting individuals to resources, and making recommendations as to how we can all improve our own and our team's wellbeing.

You will focus on ensuring our people have high levels of psychological safety, that they feel included, safe to learn and to contribute, to challenge and to speak up.

You will work closely with the HR Operations Manager to ensure that we are recruiting for the right role, and are attracting the right skills, values, and attributes, and that are building positively on our employer brand. You will also work with the Employee Relations Manager to ensure that all contractual matters have been considered and that we are providing flexibility, inclusivity and belonging within our workforce inside a legally compliant framework.

You will support the Director of People and Organisation, Head of Organisational Development and the Organisational Development Business Partner with the delivery of projects which encourage employees to take ownership of their own performance, careers and learning, providing them with a range of different options, resources and experiences dependent upon the needs of them and their role. As part of this you will work with and coach managers and employees on how to identify development needs, and how to build a culture of continuous feedback and action. You will ensure that these activities and projects take into account and meet the requirements of all our people. You will foster an open and inclusive culture which enables people to be their whole selves at work.

Under your guidance, our approach to Learning and Development, Talent Management will take into account the diversity of our workforce, including neuro-diversity. In conjunction with the rest of the People and Organisation team, we want you to utilise data to make evidenced based decisions and recommendations so we can make Clifton College an employer of choice as well as an efficient and effective organisation. You will develop and deliver the collection of data in relation to employee wellbeing, inclusivity and belonging to ensure that



we are able to make evidence based decisions. As part of this you will ensure that all information we collect is utilised meaningfully and to the benefit of individuals and the wider organisation.

You will build our insight into how our staff feel, and working closely with the Organisational Development Business Partner you will be able to identify business requirements in relation to organisation development needs and then support the delivery of projects related to this.

You will also be responsible for providing business insight to support the delivery of equality, diversity, inclusion and belonging activities to raise awareness, encourage open and honest conversations, and allow people to be their whole selves at work.

You will be the named contact for employee wellbeing during any employee relations processes, such as suspension, disciplinaries, and grievances.

You will measure the impact of decisions made and activities delivered, and make recommendations for continuous improvement.

## **Responsibilities for all Clifton College colleagues**

### **Values and behaviours**

We always seek to uphold Clifton College's values in everything we do, acting as a role model for all Clifton employees and pupils

We support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

### **Equal Opportunities**

We maintain an up to date knowledge of Equality and Diversity legislation and the College's Equality, Diversity, Inclusion and Belonging policies and procedures, in particular with regard to the recruitment and retention of staff.

### **Safeguarding**

We all have a good working knowledge of Safeguarding legislation, and the College's safeguarding and safer recruitment policies and procedures.

### **Health and Safety**

We ensure that our knowledge of Health and Safety legislation, as applicable to our role, is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable

### **Professional Development**

We all seek to maintain and update our own knowledge and skills in line with legislation and the needs of the role, and support our teams in their continuous professional development.



## What we are looking for

### Key Traits

#### Essential:

- Collaborative approach to employee wellbeing with a customer focused desire to continually improve the employee experience
- Good critical thinking skills with a curiosity to learn and apply new concepts quickly
- Influential role model for the College's values
- The ability to challenge constructively to achieve desired outcomes and develop a network of allies to ensure a human centred approach
- Passionate about wellbeing and belonging, and unleashing the capability and capacity of groups and individuals in order to promote a culture and ethos of inclusivity and belonging
- Able to deal with sensitive information with discretion and maintain confidentiality at all times.
- Willing, friendly and supportive team member.
- Able to process complex information in order to guide recommendations

### Qualifications

#### Essential:

- Good secondary level education

#### Desirable:

- CIPD accreditation or a recognised relevant qualification
- Agile Practitioner or equivalent

### Knowledge and experience required

#### Essential:

- A good level of knowledge and insight into diversity and inclusion, and an in-depth knowledge of either race, disability or belonging and inclusion, as well as the willingness to learn more
- Knowledge and understanding of OD processes and interventions which embed culture change, behaviours and values, and achieve employee engagement.
- Experience of creating and delivering a range of organisational development interventions with proven business benefits
- Experience of designing and delivering against wellbeing frameworks, strategic priorities and plans
- Experience of managing change and leading on OD related/ associated projects with successful implementation, particularly those in relation to wellbeing, inclusivity and belonging
- Experience of using databases and information systems.
- Able to work accurately whilst providing a high level of output.
- An understanding of GDPR and data collection principles.

#### Desirable:

- Use of CIPHR or similar HRIS for talent management purposes



## Skills required

- A business focused approach to D&I change and continuous improvement
- Excellent communication skills, and ability to communicate appropriately with different audiences, including in writing, online and in person, so that you inspire confidence and build enthusiasm for change
- Excellent organisational skills, be flexible, enthusiastic, able to work under your own initiative, have an ability to effectively manage a demanding workload and the confidence to engage with a diverse range of stakeholders
- Strong analytical skills; ability to explain data in context and utilise it to guide recommendations
- Stakeholder and People partnering skills including coaching, influencing and negotiating, and the ability to work collaboratively and confidently with stakeholders and colleagues including senior leadership
- Ability to build and maintain a network of colleagues, and to inspire and engage at all levels
- Planning and project management skills or demonstrable evidence of a systematic approach to planning, tracking and delivery.
- Proven track record of delivering at pace, with a strong personal resilience