



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title:	Deputy Director Health and Wellbeing
Department / School:	Corporate Services Group - Health and Safety Department
Reports To:	Director of Health and Safety

Job Purpose

Lead, plan and deliver University health and wellbeing arrangements, both the statutory requirements and initiatives that create a world-leading place to work. Supporting a transformational change in University Safety, Health and Wellbeing, the postholder will lead their team and the design of work programmes to deliver this change.

Main responsibilities

	Approx. % of time
a. Lead and be accountable for the development of the work programmes and staff performance delivering the remit of, Occupational Health, Physiotherapy, Staff Disability Advice and Health and Wellbeing Services, delivering both advice and support services.	30
b. Lead on the delivery of objectives identified for the University (in response to the legislation, policy and leading practice both nationally and locally) that require to be incorporated in the policy, guidance and arrangements. Facilitating the uptake and implementation of those actions, seeking continual improvement of a whole system approach to health and wellbeing programmes and health improvement which impacts on the University staff community.	25
c. Demonstrating leadership work in partnership and by building strong relationships with key stakeholders, including but not limited to; the University's Leadership team, senior managers with key related remits, academic colleagues leading the field in the areas that support advancement of health, wellbeing and safety, and external partners (NHS/ PHS) relevant universities network, including enforcement authorities HSE and other relevant agencies	25

- | | |
|--|----|
| d. Measuring, monitoring and reporting on health and wellbeing performance of both the University and the service through the use of data and evidence to improve the workplace. Monitoring and evaluating actions to measure and demonstrate impact, recommend change and prioritise University wide actions; | 10 |
| e. Deputise for the Director as required to represent the Department and to manage staff matters. | 10 |

Key contacts / Relationships

- University senior leadership team and senior managers across the organisation
- Managers and staff at all levels within the organisation.
- Regular liaison with external partners - NHS Lothian Health Protection Team, Public Health Scotland, Higher Education Occupational Health Physicians (HEOPS), NHS partners.
- Convener of the University Health and Wellbeing Committee (new 2022) which reports to the University Safety, Health and Wellbeing Committee).

Planning & Organising

- Plan, organise and implement the appropriate University arrangements supported by a professional team to advise and also lead on programmes of work to advise and support staff at all levels on health, including disability and mental health. Work will be planned both in annual objectives with a 6-12 month delivery and to meet strategic direction over a 5 year plan.
- Organise and support the team to deliver its remit effectively.
- The remit includes; the planning of annual work programmes for; an Occupational Health Service led by a senior Occupational Health professional, for health surveillance, service relevant management advice, advice for travel, programmes of work to reduce stress (training), musculoskeletal issues(physiotherapy/training), reasonable adjustment advice (disability/neurodivergent conditions) for work and Public Health liaison.
- Plan, organise, prioritise and monitor work of the senior professionals and support staff within the area to deliver the service.
- Foster and build effective alliances underpinned by a strong ethos of partnership working with a broad range of stakeholders to enable effective working at all levels.
- Develop existing data analytics to support evidence led decisions for the University and monitor impact of the services, work programmes and advisory services.
- Plan and prepare reports such as annual planning, budgeting, monthly and quarterly performance and submission of reports for senior management and University Committees.

Problem Solving

- Identify appropriate solutions to challenges concerning aspects of organisational health and wellbeing, from corporate strategic issues to individual queries, relating to longer term planning, routine day-to-day issues and emergency response situations.
- Direct professional staff within the team, managers and staff on how best to resolve and manage a wide range of issues, based on interpretation of legislation, reference to guidance, by knowledge, experience and judgement. Professional staff with fields of expertise within the team will be expected to maintain the correct technical advice and the Depute Director will have an appropriate level of oversight.

Decision Making

- Make decisions, contribute and lead as appropriate on strategic university policy matters. Decisions can have far reaching consequences and significant financial and reputational impact for the organisation.
- Be accountable for leading the delivery of services in the area of responsibility.
- Deputise for the Director taking decisions as appropriate.
- Decide on the most appropriate course of action for both routine and emergency situations based on experience and judgement, with or without reference to senior or other professional colleagues, depending on the scope and urgency of the situation.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<p>Degree level in a relevant discipline with post-graduate qualification or equivalent</p> <p>Evidence of continuing professional/personal development, including management and leadership development</p>	<p>Additional qualifications / memberships in relevant professional disciplines</p> <p>Public Health/Wellbeing experience and management</p> <p>MCIPD/MIOSH or membership of a professional body relating to professional qualifications</p> <p>Driving licence</p>
Knowledge & Experience	<p>The postholder will have considerable experience of operating at a senior level in a diverse, complex organisation</p> <p>The postholder will require to demonstrate the skills and experience</p>	<p>Experience of a large public or private sector such as a University, with regard to health and or safety and wellbeing strategy,</p>

	<p>they bring which will drive forward innovation and change in health and wellbeing and a good understanding of the subject area. In particular an understanding of the statutory aspects related to this function</p> <p>The postholder will require a high level of communication skills, and an open, supportive and visible management style in order to earn the confidence and respect necessary to deliver effectively the agenda of change; to support the development of a culture that encourages initiative, individual and team responsibility and open communication that motivates staff</p> <p>The postholder will be able to demonstrate the skills and experience they bring which will drive forward innovation and change</p> <p>Evidence of the delivery of successful organisational wide strategies and projects which were impactful</p> <p>Understanding of occupational health and wellbeing challenges in a University context</p> <p>At least 5 years professional experience in a managerial role, in a complex or multi-disciplinary environment, preferably within the HE, or related sector</p> <p>Experience of supporting staff to create a healthy working environment where their wellbeing is prioritised and staff feel supported and motivated</p>	<p>Experience, knowledge and aware of occupational health and safety legislation. Experience and knowledge of health and wellbeing</p> <p>Experience of delivering major change initiatives</p>
--	---	---

Dimensions

- Management of 15 staff with senior direct line management reports.
- Salary budget for service and operating budget
- Contract management of services- currently -occupational health physician/physiotherapy/employee counselling services(temporary 12month contract)
- Service provision is across whole university, 15,000 members of staff, 46,000 students, contractors and visitors.

Additional Information

- The University has a broad hazard and risk profile, which can impact on individuals, Schools and on the University's finances, reputation and competitive advantage.
- The Deputy Director is expected to provide advice and assistance out-of-hours during emergency incidents or other similar events when necessary.
- The postholder is not responsible for Student Wellbeing (Counselling and Disability Services), which is delivered through the Directorate of Student Services, but will be expected to work in partnership with key stakeholders in that area.

Health & Safety Requirements / Key Job hazard information

The role will involve visiting all campuses and entering facilities used for all research. Therefore, risk assessment will be provided along with any specific controls measures, training or information as appropriate for work on campuses. The role will potentially involve travel in the UK/International.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.