



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Transforming Delivery Directorate (TDD)

Job Description: Staff Support & Wellbeing Lead

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Job Description

Job Title	Staff Support and Wellbeing Lead
Directorate	Transforming Delivery Directorate (TDD)
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Overview of the job	The HMPPS Wellbeing team, within the People Intelligent Client Function of the Transforming Delivery Directorate (TDD), are responsible for setting the strategic direction for staff wellbeing and ensuring that core wellbeing services meet the needs of a large, complex, and operational focused business. The Staff Support and Wellbeing Lead is responsible for implementing the strategic direction of the HMPPS Wellbeing team within a designated Area or Directorate. This role is non-operational and has no line management responsibility.
Summary	The Staff Support and Wellbeing Lead is responsible for coordinating, facilitating, monitoring, maintaining and improving effective delivery of core wellbeing services for all staff within a designated Area or Directorate, to improve operational effectiveness via improved staff retention, confidence and wellbeing. This includes leading and supporting voluntary wellbeing services such as Mental Health Allies (MHA), TRiM Practitioners and Care Teams across both prisons and probation, or HQ, as appropriate for the Area/Directorate. They will continuously drive improvement to the wellbeing offer through collaboration with key stakeholders, analysis of available data and engagement with local wellbeing leads. They will work closely with the HMPPS Wellbeing Team and HR to ensure that wellbeing services and activities meet the identified staff wellbeing need.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities, and duties: - Responsible for assessing and identifying risk to staff wellbeing and delivering, monitoring and maintaining Core Wellbeing services for all staff at all levels within a designated Area or Directorate. Escalating barriers and concerns to the HMPPS Core Wellbeing Team, the appropriate Area Executive Director and Senior Leadership Teams, working collaboratively with Senior Leaders and Key Stakeholders to drive continuous improvement of the Core Wellbeing Services offer. - Create collaborative business relationships across HMPPS, MoJ and with Trade Union representatives, to effectively manage delivery of Core Wellbeing Services within

	Area/Directorate, holding to account service providers and raising concerns with the HMPPS Wellbeing Team. • In collaboration with HR, Health & Safety and wellbeing service providers, work with local wellbeing leads and Senior Leaders to develop local wellbeing plans, ensuring alignment to the HMPPS Wellbeing strategy. Share best practice and distribute all relevant wellbeing information across Area/Directorate. • Promote the Staff Support Directory at an Area/Directorate level, seeking opportunities to improve awareness and knowledge of existing HMPPS wellbeing services. Raising Area/Directorate concerns with the central HMPPS Wellbeing Team to ensure the Staff Support Directory remains fit for purpose. Contribute to and raise awareness of HMPPS Wellbeing Communications. Utilising local knowledge to celebrate success and share best practice. • Develop knowledge of Area/Directorate and national wellbeing activities by engaging with Staff Networks, Health and Safety teams and HR teams. Engaging with the Wellbeing Committee, providing feedback on activity and initiatives, identifying opportunities to collaborate and innovate, proactively escalating and supporting activities. • Support the HMPPS Core Wellbeing Team by contributing to risk register reporting, including providing details of interventions/activities in Area/Directorate that mitigate identified risk. Provide assurance to the HMPPS Wellbeing Team and Area Executive Directors by collating Area/Directorate information for wellbeing focussed audits and reviews. Providing local knowledge to define context of Area/Directorate wellbeing interventions and activities. • Commit to continuous professional development of self and seek opportunities to support professional development of Local Wellbeing leads to facilitate a continuous process of improvement to the HMPPS Core Wellbeing Offer. Provide functional wellbeing leadership within Area/Directorate, linking with local wellbeing leads to develop knowledge base and confidence in matters related to workforce wellbeing. • The post holder is required to attend regional meetings and there will also be regular travel across the country as required. • Due to the nature of the subject area the material and information received can at times be of a disturbing and sensitive nature. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	• Changing and Improving • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Delivering at Pace
Strengths	Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	• Experience of change management to bring order to complex situations and maintain focus on the programme's objectives. • Have negotiating and strong interpersonal skills. • Knowledge or experience of managing projects. • Experience and/or knowledge of frontline operations.
Technical Requirements	
Ability	

Minimum Eligibility	<i>Please do not alter this box</i> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i> To be used by the JES Team only
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