



Ipswich Borough Council
Job Description: O13

Job Title: Health and Wellbeing Services Manager

Main Purpose Of Job

To support and report to the Sport and Leisure Manager (Sport and Service Development) in leading and managing the day to day operation of the health and wellbeing services and projects delivered by the Sport and Leisure Service, focussed on providing excellent quality services and ensuring the safe and effective operation of the services and projects.

The Health and Wellbeing Services Manager will be responsible for monitoring the performance of health and wellbeing services and projects and will identify, test and deliver continuous development of the services.

The Health and Wellbeing Services Manager will be responsible for ensuring the Council's scheme of delegation is implemented and maintain the necessary standards for excellent, quality assured services. The Health and Wellbeing Services Manager will work closely with colleagues from Health and the Suffolk Councils to ensure that pathways are optimised.

Main Duties

1. Plan and performance manage the health and wellbeing services, to ensure that services are resident-centred and delivered in a way that promotes the highest standards of service
2. Plan, deliver and report against services the Council are commissioned or receive grant funding to deliver, including financial monitoring service performance reporting.
3. To work with partners including partners in the Health and Social Care sector, Suffolk County Council Public Health and the Voluntary, Community Faith and Social Enterprise Sector (VCFSE)
4. Lead the team of staff by providing clear direction, monitoring, sharing of outcomes, and by encouraging innovation and forward thinking to ensure a modern and effective evidence-based wellbeing service.
5. Lead the day-to-day operations and development of the health and wellbeing services and support the other functions of the Service when required to do so.
6. To assist the Sport and Leisure Manager in driving referrals, improving pathways and producing outcomes that meets the requirements of the health and wellbeing services.
7. Ensure the service has capacity and capability to deliver and achieve set outcomes and key performance indicators.

8. To ensure that the duties undertaken with the post holder's area of responsibility are carried out in accordance with the Council's policies under the Health and Safety at Work Act 1974. To report all safeguarding, accidents or incidents and any other potential dangers immediately; completing all necessary paperwork including near miss forms and escalate information accordingly
9. Identify and respond to funding opportunities when they arise.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

Job Title: Health and Wellbeing Services Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	<p>Degree or equivalent experience in a health and wellbeing environment.</p> <p>An understanding of healthy lifestyles and behaviour change</p> <p>An understanding of population health management and health inequalities.</p> <p>An understanding of working with health and social care sector and the voluntary, community, faith and social enterprise sector.</p> <p>Knowledge of General Data Protection Regulation (GDPR)</p>	<p>Public Health / Health Improvement / Health or other health-related qualification</p> <p>Leadership – Credible training and / or qualification</p> <p>Postgraduate qualification in Public Health related subject.</p> <p>Relevant experience or qualifications in health and safety</p> <p>First aid trained</p> <p>Level 3 Exercise on Referral</p>	Application
Work related experience, skills and competencies	<p>Substantial experience of working with a range of statutory and voluntary organisations in a health and wellbeing context</p> <p>Experience of managing and delivering operational services</p> <p>Experience of policy work including evaluation and dissemination and</p>	<p>Seeking and completing grant funding applications</p> <p>Experience of managing multiple service areas and projects.</p> <p>Experience of developing strategies for service development and marketing and communication plans.</p>	

	<p>application of policy information.</p> <p>Record of successful project management</p> <p>Experience of leading and managing staff</p> <p>Experience of managing procurements and contracts</p> <p>Experience of managing service budgets</p> <p>Experience of recruitment and staff resourcing</p> <p>Experience of partnership working</p>	<p>Experience of embedding effective monitoring and evaluation systems.</p>	
<p>Personal skills</p>	<p>Use initiative towards service development.</p> <p>Able to use initiative to prioritise complex workloads.</p> <p>Excellent interpersonal skills.</p> <p>Ability to manage various deadlines and workloads.</p> <p>Ability to communicate effectively both verbally and in written form.</p> <p>Excellent organisation skills.</p> <p>Ability to work well under pressure.</p> <p>Excellent IT skills.</p>		

Special working conditions	Will be required to occasionally work outside of normal working hours and to attend evening meetings. A DBS disclosure is required for this post.	Hold a valid driving licence.	
-----------------------------------	--	-------------------------------	--