

Job Profile

JOB TITLE: Health, Safety and Wellbeing Manager	REPORTS TO: Director of HR
JOB PURPOSE: Working within the wider People & OD Team, this role leads and continuously improves GamCare’s approach to colleague health, wellbeing and colleague experience, creating a safe, healthy and inclusive workplace where employees can thrive. The role leads the development and delivery of wellbeing initiatives while retaining responsibility for health and safety governance and environmental sustainability. The postholder will use employee insight, workforce data and best practice to improve colleague wellbeing, support workplace culture and contribute to delivery of the People & OD Team objectives and GamCare’s wider strategic objective of making GamCare a better place to work.	
DIMENSIONS: Direct Reports: None Budgets managed: Supports the Director of HR to manage budgets aligned to wellbeing, engagement, training and health and safety. Financial targets: Not applicable. Key performance indicators contributor to organisational KPIs relating to colleague wellbeing, absence, health and safety compliance, incident reporting, environmental objectives and action completion rates.	
INTERNAL AND EXTERNAL CONTACTS: Internal: Executive Team; People & OD Team; Leadership Team; managers at all levels; IDAG; Staff Forum; Mental Health First Aiders; Clinical Safety and Risk Team; Finance Team; Internal Communications; Service Managers; Incident Review	

Group.

External: HSE; IOSH; mental health and wellbeing providers; health insurance and benefits providers; commissioners and partner organisations; landlords and facilities providers; occupational health providers; Employee Assistance Programme provider.

OVERALL ACCOUNTABILITIES:

- Develop and deliver GamCare's colleague health, wellbeing and people experience approach to create a safe, healthy and inclusive working environment by using workforce insight, engagement feedback and best practice to shape priorities and interventions.
- Lead wellbeing initiatives, campaigns and awareness activities to support physical, mental and emotional wellbeing by working with colleagues, managers, Mental Health First Aiders, Staff Forum, IDAG and relevant providers.
- Develop approaches to prevent and manage work-related stress to strengthen resilience and psychological safety by supporting managers with practical guidance, toolkits and interventions.
- Manage occupational health and Employee Assistance Programme relationships jointly with the HR Ops Team to ensure colleagues and managers can access effective wellbeing support and advice.
- Act as GamCare's competent person for health and safety to maintain effective governance, compliance and assurance by overseeing policies, risk assessment frameworks, training, incident reporting, investigations and RIDDOR advice.
- Oversee health and safety arrangements for homeworking, lone working, office working and display screen equipment to support safe working practices across GamCare's hybrid and remote workforce.
- Support healthy, inclusive and accessible workplaces to improve colleague experience by ensuring facilities, working practices and people processes promote wellbeing and accessibility.
- Lead environmental sustainability activity to support GamCare's organisational responsibilities by monitoring objectives, reporting progress and working with facilities, landlords and internal stakeholders.

- Contribute to organisational development and culture activity to support People & OD objectives by facilitating workshops, developing guidance and supporting managers to embed good practice.
- Use workforce data and insight to evaluate wellbeing, absence, retention and engagement trends by producing analysis, recommending improvements and supporting reporting to the Executive Team and committees.

Person Specification

Minimum Essential Criteria (to be addressed in supporting statement):

1. A recognised health and safety qualification, such as NEBOSH General Certificate, or equivalent relevant experience.
2. Experience of developing, coordinating or delivering organisational wellbeing initiatives that support physical, mental and emotional wellbeing.
3. Experience of supporting health and safety arrangements across remote, hybrid and/or office-based working environments.
4. Ability to use workforce data, colleague feedback and other insight to identify trends, recommend improvements and inform practical action.
5. Experience of developing policies, procedures, guidance, toolkits or frameworks that support consistent organisational practice.
6. Ability to support managers and colleagues with sensitive wellbeing, health and safety or people-related matters in a professional and compassionate way.

Essential Qualifications / Knowledge

- NEBOSH General Certificate or equivalent health and safety qualification.
- Mental Health First Aid qualification or willingness to obtain.
- Knowledge of UK health and safety legislation, risk assessment, incident reporting and good practice in colleague wellbeing.

Desirable Qualifications/Knowledge

- CIPD Level 5 (or equivalent experience) in HR, People Management or Organisational Development.
- Membership of a relevant professional body (e.g., IOSH)

Essential Experience

- Experience coordinating or developing organisational wellbeing initiatives that support physical, mental and emotional wellbeing.
- Experience managing health and safety compliance in an organisation with a mix of remote, hybrid and office-based colleagues.

- Experience analysing workforce data and using insight to recommend practical improvements.
- Experience developing organisational policies, frameworks, guidance or toolkits.
- Experience delivering training, briefings or facilitated sessions for managers and colleagues.

Desirable Experience

- Working within a charity, health or social care environment.
- Supporting organisational culture and change programmes.
- Environmental sustainability programmes.

Essential Skills

- Ability to build effective relationships with internal stakeholders, external providers and managers at different levels.
- Ability to communicate clearly in writing and verbally, including producing reports, guidance and presentations.
- Ability to translate data, colleague feedback and best practice into practical plans and actions.
- Ability to balance strategic priorities with operational delivery across health, wellbeing, colleague experience and health and safety.
- Ability to support managers with sensitive wellbeing, health and safety or people experience matters.

Circumstances

- GamCare runs a 24/7 Helpline Service so some flexibility will be needed to attend meetings, events or site visits outside normal working patterns infrequently where required.

To be noted: This job description will be reviewed regularly. Any changes will be discussed with the post holder. This is not an exhaustive list of duties and responsibilities; the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their line manager.