

job description



Position title	Wellbeing and Inclusion Officer
Date	02 February 2022
Line Manager title	Wellbeing and Inclusion Manager
Grade	11

Purpose

To support the delivery of the company's Wellness, Inclusion and Diversity (WI&D) plans. The overall purpose being to support the wellbeing of all employees and to promote the I&D culture in SUEZ where everyone in the company can be themselves, feel valued and can thrive.

Key responsibilities

- To support the Wellbeing and Inclusion Manager, regional HS&W Managers, HR Officer/ Manager with the delivery of agreed objectives spanning HR and HS&W in relation to wellbeing, inclusion and diversity and any other associated initiatives
- Help to welcome new employees and ensure a positive employee experience of onboarding covers W&ID – showing all the employee benefits and avenues for support, sensitive data, wagestream, networks, etc
- Coordinate Wellbeing and Inclusion Ambassadors within your region ensuring that all employees (office-based and operational) benefit from wellbeing and inclusion support, promoting the benefits of wellbeing to employees and driving engagement
- Through analysis of local data and consideration of the overall wellbeing and I&D strategy, you will develop a regional roadmap in collaboration with the Wellbeing and Inclusion Manager that is proactive and meets the W,I&D needs for the region
- Support managers / employees with initial wellbeing conversations and understand how to signpost employees for further support
- Attend Regional HS&W meetings to deliver wellbeing and inclusion updates to publicise wellbeing and inclusion initiatives
- Support managers / employees with initial wellbeing conversations and understand how to signpost employees for further support
- Develop positive wellbeing interventions on the ground e.g. creating wellbeing areas for employees at our depots and access to wellbeing information and support

Key responsibilities [cont'd]

- Managing the running of regular network meetings, ensuring good communication and engagement with members
- Develop and produce high quality materials to support Wellbeing and I&D initiatives throughout the year that is shared within the region for display on site notice boards
- Capture and monitor appropriate data to build an understanding of wellbeing, inclusion and diversity within your region to inform the regions roadmap and overall wellness for all programme.

Skills

- Excellent communication and interpersonal skills, an ability to communicate with a range of stakeholders
- Strong written communicator
- Confident presenter - able to create and deliver high-quality and impactful presentations
- Ability to multitask
- A working knowledge of the Microsoft applications
- A focus on attention to detail
- Innovative thinking which has practical application in the real world
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Behaviours

- Positive can-do attitude
- Pragmatic approach
- Empathetic
- Ability to have courageous conversations
- Sound judgment in dealing with sensitive matters and confidentiality
- Team-working – supporting teams, regularly supporting others, breaking down boundaries
- Professional – demonstrate high levels of professional integrity, ethics and trust within the organisation
- Comfortable working with people at all levels within the organisation
- Embodies the company values and exhibit these through daily interactions
- Resourceful when confronted with challenges
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Knowledge

- Understanding of the waste industry and its processing facilities
- Understand change Management
- Have knowledge of the health and safety legislation
- Demonstrate an understanding of the importance of Wellbeing and Inclusin and Diversity within the workplace
- Equality legislation / understanding of the 9 protected characteristics

Specific candidate requirements

- Travel requirements: This is a field based job and will require a significant amount of travel across an individuals region.

Qualifications

- A 'level or equivalent
- Ability to gain level 3 FAFMH awareness and ASIST training
- Have or ability to complete IOSH Managing Safety
- NEBOSH Wellbeing at Work (desirable but not mandatory)

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.