Head of Ergonomics and Wellbeing

## Job details

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| Job title: | Health & Safety and Ergonomics Consultant |
| Department: | Corporate |
| Location: | Remote/Nationwide |
| Reporting to: (job title only) | FRP, Preventative and Ergonomics Operations Manager, Corporate |
| Direct reports: (job title only) | N/A |
| Job purpose: | To develop bespoke preventative course materials (Manual Handling, Health & Safety and associated E-Learning Modules etc. To provide ongoing quality assurance for all preventative and ergonomics interventions within the Corporate market unit: this will include team training and auditing annually. To lead on bespoke task analysis and ergonomics based projects for our customers. |
| Role and Responsibilities: | * To be responsible for the development and ongoing quality of **all** non-clinical wellbeing interventions within the Corporate market unit: this will include all training and assessment modalities, including Workstation Assessments (WSA’s).  There will be a strong focus on innovation of delivery method and underlying evidence. * To support service leads to operationalise and periodically review profitable wellbeing interventions. * To grow VHG’s presence and help it to become the market leader in wellbeing interventions * To ensure that everything we do is underpinned by our values:   + Leadership: to have a strong focus on innovation and finding ways of overcoming barriers to evidence-based solutions   + People centred: to provide training and support to our employees to ensure their knowledge and skills develop   + Customer focussed: to develop and become the go-to subject matter expert for our customer.   + Quality: to be responsible for ensuring strict governance across all interventions   + Integrity: to show respect and gratitude to VHG employees and strive to further enhance their wellbeing support package |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * An Occupation Health or Health & Safety related qualification e.g. MSc Ergonomics, IOSH, NEBOSH certification or NEBOSH Diploma |  |
| **Experience** |  | * Conducted audits and provided constructive feedback * Trained individuals to a level of delivering specific course content * Developed course material for Health & Safety or Wellbeing purposes |
| **Skills/knowledge** | * IT literate – intermediate level minimum |  |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work individually or within a team and foster good working relationships * Ability to work under pressure * Excellent time management skills |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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