

# Health & Wellbeing Adviser (Weight Management & Alcohol) (Maternity Cover)

Department	Housing and Community Services
Pay Grade	G4
Responsible to	Health and Wellbeing Team Leader

## Role Purpose

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To provide support to the delivery of in-house Wellbeing programmes and provision of advice and guidance to individuals and groups to enable Horsham District residents to make long-term lifestyle behaviour changes.

## Role Specific Responsibilities / Accountabilities

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- To provide support on a one-to-one and group basis (brief and extended interventions) using Motivational Interviewing techniques to identify and to advise on lifestyle behaviour change aiming to prevent future ill health.
- To deliver of group weight management programmes to adults aged 18+ with a BMI of 25 - 40.
- To deliver one-to-one Extended Brief Interventions to people drinking alcohol at Increasing risk or Higher Risk levels (not physically dependent).
- To carry out Smoking Cessation appointments in line with guidance and protocols.
- To work in partnership with local health and wellbeing service providers (voluntary and statutory) and maintain referral routes to and from local services.
- To ensure customer information is gathered, monitored and reported accurately in line with WSCC Public Health specifications.
- To provide outreach support in key locations across the Horsham District to promote the Wellbeing Hub and encourage people to engage with the service.
- To assist with Wellbeing Hub marketing and promotional activities.
- To undertake regular training to extend and update own knowledge of health and wellbeing issues.
- There will be a requirement for regular evening and occasional weekend work.

- To carry out such other duties that may reasonably be required.

## Knowledge, Skills and Qualifications

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**Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.**

### Essential Criteria

- Experience working in a health or wellbeing environment
- Experience in delivering motivational interviewing and / or brief interventions, or equivalent experience
- Experience in supporting behaviour change on a one to one and/or group basis
- Educated to GCSE Level, or equivalent with a nutritional qualification (min level 3 or equivalent)
- Experience working within a customer-facing environment
- Excellent communication skills, both written and verbal
- Proficient in use of IT, including databases and Microsoft Office
- Full drivers licence and access to their own transport

### Desirable Criteria

- Degree educated (any subject), or equivalent qualification
- Level 2 Fitness Instructor qualification
- Motivational Interviewing Level 2 (intermediate) qualification
- Motivational Interviewing in Groups
- Experience of delivering one-to-one Extended Brief Interventions to people drinking at Increasing risk or Higher Risk levels
- Experience of delivering smoking cessation interventions
- Knowledge physical activity guidelines
- Knowledge of public health
- Understanding of issues relating to deprived areas
- Understanding of issues around equality and diversity
- Knowledge of local government and the NHS
- Knowledge of local health and wellbeing services

## Appendix

### Generic Employee Responsibilities / Accountabilities

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- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

### Generic Employee Behaviours

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**Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.**

#### Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

## Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

## Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly