



**Job Title:** Staff Health and Wellbeing Coordinator

**Grade:** 5

**Salary:** £26,038 to £30,505 per annum, pro rata if part-time

**Department:** Human Resources

**Hours/Contract:** Full-time or job share, fixed term contract till 17 January 2026

**Job Family:** Management and administration

**Reference:** 11136

## Role Purpose

Developing and coordinating effective health and wellbeing events and activities under the direction of the Assistant Director of Staff Health and Wellbeing and OD. Supporting Occupational Health (OH) administration and service delivery as required. Provide a point of contact to managers, colleagues and external providers, helping to ensure the high standards are maintained at all times.

## Main Duties and Responsibilities

- Responsible for coordination and delivery of high-profile health and wellbeing campaigns, events and activities, including liaison with external companies and coordination of multifaceted and complex event arrangements.
- As this is staff facing role you are expected to be on campus during OH opening times (currently Tuesday to Thursday) and support events out of normal office hours as required.
- Responsible for managing bookings for events and activities by determining the most appropriate platform to ensure all required data is captured and attendance management is effective.
- Maintain tracking spreadsheets to ensure that all required data is input and up to date at all times to enable reporting as required. Manipulate data to produce reports in a variety of formats for a range of audiences.
- Ensuring that an exceptional level of customer service is provided at all times, working within relevant policy, process and financial regulations.
- Responsible for creating social media and general communications to be sent to all staff including senior academics and head of departments.
- Maintain and update holistic web content. Developing specific content in line with national and local health campaigns and responding to current events.
- Communicating to a very high standard with staff, OH patients, HR Advisers and managers handling confidential information. Participate in various projects within Staff Health and Wellbeing and assist in training to University colleagues, helping to enhance internal processes, performance, systems or innovation of the team.
- Responsible for implementation and delivery of the health and wellbeing annual plan, including devising and reviewing events based on staff feedback.
- Develop evaluation tools and surveys using appropriate platforms, analysing results and presenting as required





- Supervision of Occupational Health Admin Support Staff ensuring their level of performance in the role, providing feedback and putting in place corrective action where required through, for example, training / instruction or coaching or referral for formal disciplinary action.
- Maintain expenditure spreadsheets of the OH and wellbeing budgets to ensure that information is up to date for reporting. Supporting budget planning and year end processes to ensure accurate accounting.
- Manage all invoices, including checking for accuracy using the OHIO system for the team and ensure they are authorised for payment in a timely manner.

## Internal and External Relationships

- Considerable internal liaison is an integral part of this role and will take place with colleagues within, the wider HR Division, and across the University at all levels, including senior academics and heads of department/division.
- Liaison will also be required with patients, external organisations and a range of wellbeing service providers.
- As part of the wider HR Support Team, will provide front-line advice and support to customers of the University on health and wellbeing related matters.
- You will be required to attend regular meetings to review health and wellbeing, as well as other ad-hoc meetings, briefings and training sessions from time to time.
- Working closely with Occupational Health team to ensure consistency of service across the university.
- Working closely with Communication and Marketing teams to promote health and wellbeing in general and specific campaigns, events and activities

## Planning and Organising

- Plan and prioritise their own work activities for the weeks /months ahead, responding to team requirements and staff feedback, dealing with changing priorities to ensure operational efficiency at all times.
  - Manage their own time to ensure tasks are completed to appropriate deadlines.
  - Oversee tasks from inception to completion.
- Refer to more senior colleagues for the scheduling of any non-standard work.

## Qualifications, Knowledge and Experience

### Essential

- Either academic or vocational qualifications, (NVQ 3, A Levels, City and guild or equivalent minimum) and some related experience or substantial relevant work experience in a similar health and wellbeing environment, administrative, events planning OR marketing and communications role\*
- Experience of organising and delivering end-to-end events and activities





- Experience of writing web content and social media posts for promotion of events
- Experience of working effectively, independently and as part of a multi-disciplinary team\*
- Experience of effectively multi-tasking, prioritising and reprioritising work
- Experience of working in a fast-paced and demanding customer-focused environment\*
- Experience of utilising data to inform decision making and report writing
- Experience of delivering work in a timely manner, in accordance with agreed deadlines
- Experience of appropriately managing confidential and sensitive information\*
- Basic knowledge of relevant legislation such as medical, data protection etc.
- Detailed working knowledge of the full MS Office suite, particularly Outlook, Word and Excel

### Desirable

- Experience of supervising others
- Experience of process redesign
- Editing experience of SharePoint
- Use of clinical software and booking platforms

### Skills, Abilities and Competencies

#### Essential

- Able to prioritise and plan projects across long time horizons, keeping everything on track and reacting to unexpected issues appropriately\*
- Excellent judgement-able to take a draft decision and present a course of action to the Assistant Director of HR - SHWB & OD
- Excellent written communication skills, with the ability to present material and reports clearly and directly with the needs of the reader taken into account
- Excellent oral communication skills with the ability to influence decision making
- Excellent consulting skills
- Able to collaborate effectively within the OH team and across the University
- Able to provide technical guidance to less experienced colleagues
- Able to deliver engaging and effective training and presentations to a range of audiences
- Able to utilise Microsoft Office (especially Word and Power Point) at least to an intermediate level and Excel to an advanced level

***\*Criteria to be used in shortlisting candidates for interview***





Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

