

MANCHESTER
1824

The University of Manchester

Brief for the position of Head of Wellbeing

The University of Manchester

FEBRUARY/MARCH 2022



UNIVERSITY OF MANCHESTER



As an equal opportunities employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.



Thank you for your interest in this role at The University of Manchester. The University has a rich heritage of discovery, social change and a pioneering spirit, which has been at the heart of what we do since 1824. When you join our university, you become part of a truly diverse and global community of staff, students and alumni all focused on ensuring that we are recognised for the excellence of our people, research, learning and innovation, and for the benefits we bring to society.

In an increasingly competitive and challenging environment, the wellbeing of our staff is of fundamental importance to our future. As a critical member of the People and Organisational Development Leadership Team, your remit will be to take responsibility for leading, shaping and delivering our wellbeing and mental health strategy, encompassing all aspects of diversity, equality, inclusion, and emotional, environmental, financial, mental, physical, and social wellbeing. This role is about helping shape how it feels to work at the University every day; it's about leading substantial, sustained action and guiding our staff back to a safe, positive work environment, with particular regard to the impact of hybrid working.

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About The University of Manchester

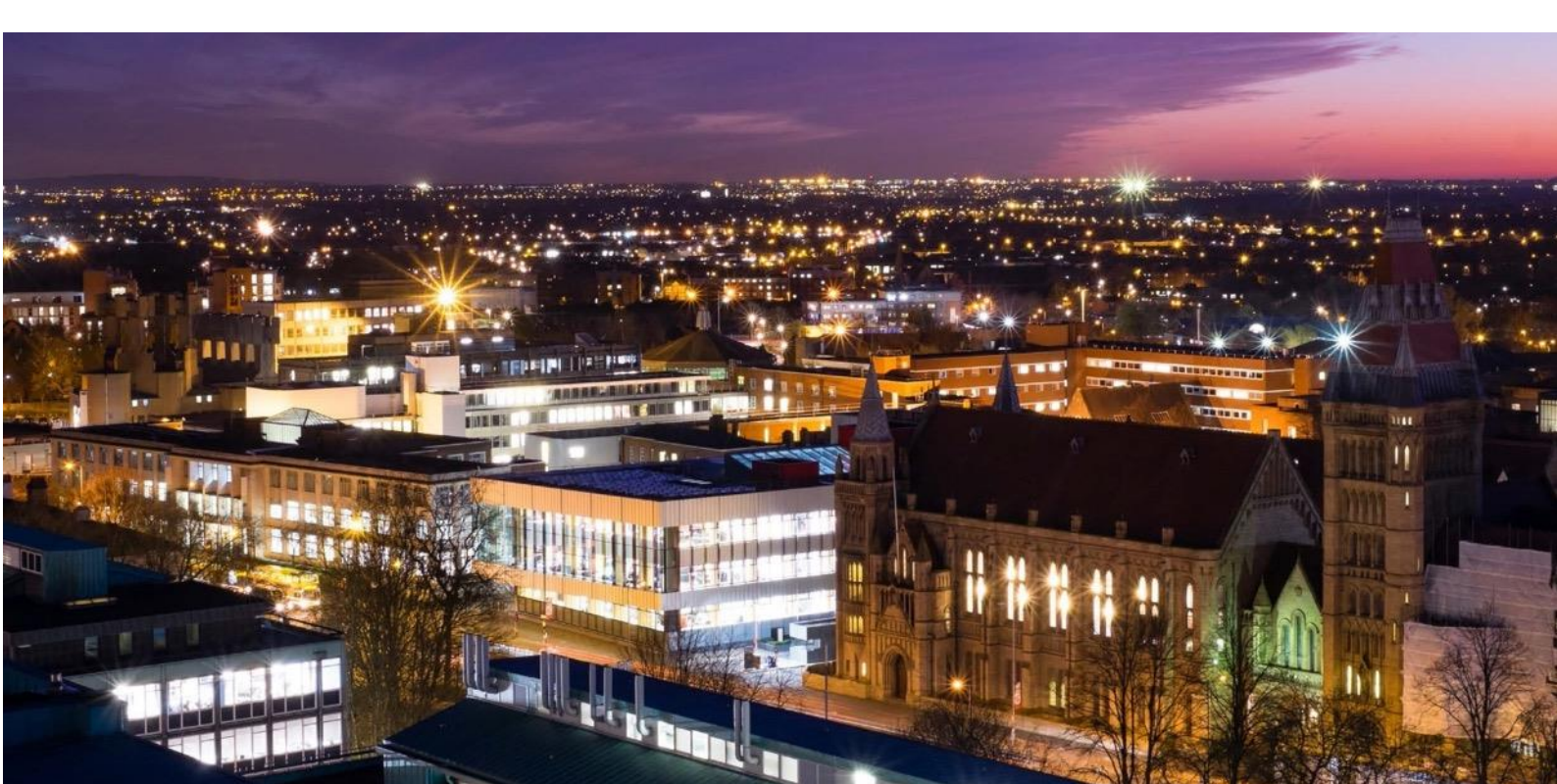
The University of Manchester is a place where research has international impact, where students experience outstanding teaching and learning, transforming into employable graduates, and where all activity is enriched by a commitment to social responsibility and the benefits we bring to society and the environment.

Manchester was the first and most eminent of England's civic universities. Our rich heritage of discovery, social change and pioneering spirit remains at the heart of all we do. Today, we're part of the prestigious Russell Group of UK universities and one of the UK's largest single-site higher education institutions, with more than 40,500 students, 12,950 staff, a £1 billion turnover, and a significant ongoing capital investment programme.

The University's vision and strategic plan, [*Our future*](#), has three core goals and four themes:

- Research and discovery
- Teaching and learning
- Social responsibility
- Our people, our values
- Innovation
- Civic engagement
- Global influence

Our future sets an ambitious agenda to build on our distinctive strengths over the next decade, with a commitment to make a difference to society.



Leadership

President and Vice-Chancellor,
Professor Dame Nancy Rothwell

Deputy President and Deputy Vice-Chancellor, Professor
Luke Georgiou

Registrar, Secretary and Chief Operating Officer,
Patrick Hackett

Vice-President for Research, Professor Colette Fagan

Vice-President for Teaching, Learning and Students,
Professor April McMahon

Vice-President for Social Responsibility,
Professor Nalin Thakkar

Vice-President and Dean of the Faculty of Science and
Engineering, Professor Martin Schröder

Vice-President and Dean of the Faculty of Humanities,
Professor Keith Brown

Vice-President and Dean of the Faculty of Biology,
Medicine and Health, Professor Graham Lord

Interim Chief Financial Officer, John Cunningham

Director of People and Organisational Development,
Adèle MacKinlay

The senior officers are supported by a number of associate vice-presidents, who are responsible for leading on cross-cutting, thematic priorities. Our Chancellor, the poet Lemn Sissay OBE, is the ceremonial head of the University and presides over meetings of the General Assembly and over degree congregations.

The Pro-Chancellor, Jim Hancock, deputises for the Chancellor and chairs the Nominations Committee.

Detailed biographies of the [University's senior officers](#).

Governance

The University of Manchester's governance structure and constitution have been developed so that they hold true to the ethos, principles and requirements of good governance in higher education.

Governance is the responsibility of the following authoritative bodies:

Board of Governors

The Board of Governors is the University's governing body. Chaired by Edward Astle, and with 23 (mostly Lay) members, it has ultimate responsibility for the University's overall strategic direction and for the management of its finances.

General Assembly

A two-way channel of communication through which the University presents its achievements to its broader constituencies and receives feedback and advice on matters relating to University business. It has around 100 members.

Senate

The University's principal academic authority. The Senate is responsible to the Board of Governors for the promotion of research and for monitoring standards in teaching.

Structure

The University of Manchester is divided into three Faculties, each of which comprises a number of Schools with powerful reputations for teaching and research success.

The University's size and scale means it can offer unparalleled opportunities for interdisciplinary ventures and collaborative working, enabling both academics and students to achieve great things.

The Faculty of Biology, Medicine and Health

Comprising the Schools of: Biological Sciences; Medical Sciences; and Health Sciences.

The Faculty of Science and Engineering

Comprising the Schools of: Natural Sciences; and Engineering.

The Faculty of Humanities

Comprising the Schools of: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School.

Further information on the [University's Faculties and Schools](#).

The Faculties are supported by the **Directorate of Professional Services and Cultural Institutes**. This includes the Directorate of People and Organisational Development.

Global rankings and reputation

The University of Manchester is a truly global institution, with a reputation for education and innovation that resonates across the world. Current global rankings place Manchester as the 27th best university in the world (QS University World Rankings, 2021) and 5th in the UK (Academic Ranking of World Universities, 2021).

International businesses, charities, governments and universities turn to Manchester for its expertise – from leading the European renaissance in industrial biotechnology to broadening access to cancer services in India, helping more than 5,000 children with leukaemia receive treatment.

We have a rich history of attracting brilliant minds to the University, with 25 Nobel laureates among our current and former staff and students, including Ernest Rutherford, Arthur Lewis, and most recently, Andre Geim and Kostya Novoselov.

More than 170 student nationalities come together on campus, making Manchester one of the world's most international universities.

Learn more about our [rankings and reputation](#).



The University estate

The University's campus is one of the largest estates in UK higher education, with 229 buildings across 270 hectares.

In 2012 the University embarked on a £1 billion, 10-year plan to create a world-class campus for students and staff, which included refurbishing existing buildings and brand new constructions. The majority of these landmark projects have been completed, including the Whitworth, the Manchester Cancer Research Centre, and the National Graphene Institute, which have received or been shortlisted for major awards.

In 2021 we completed construction of the Manchester Engineering Campus Development (MECD), the largest home for engineering in any UK university.

Looking ahead, we are embarking on a joint venture with Bruntwood SciTech to establish Innovation District Manchester (IDM). The new £1.5 billion innovation district will transform our north campus and will be a focal point for collaboration, innovation and commercialisation in the region.

More information on the [Campus Masterplan](#).

Research and innovation

Research is at the heart of our heritage, our present and our vision for the future. Our discoveries have shaped the world today, from the development of the first stored-program computer to the establishment of modern economic theory.

Our place as one of the UK's top research universities was confirmed in the results of the 2014 Research Excellence Framework (REF), where 83% of our research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*). In 2020/21 the University attracted more than £300m of external research funding, including the greatest amount of UK Research and Innovation funding awarded to any institution in the UK.

The University of Manchester's research has real-world impact beyond academia. We are at the forefront of the search for solutions to some of the world's most pressing problems, seeking to be a global force for positive change. Our five [research beacons](#) – advanced materials, biotechnology, cancer, energy, and global inequalities – showcase examples of our interdisciplinary approach to solving the world's biggest challenges, from eradicating poverty to ensuring energy supply for future generations.

We maximise research impact through external funding, licensing, supporting enterprise, and partnering with other organisations. For example, the [Royce Institute](#), based at Manchester and funded by government and industry, is the UK's national centre for research and innovation of advanced materials. In partnership with other Russell Group universities, UKAEA and NNL, it seeks to benefit UK industry by advancing its capability and competitiveness in this area.

Innovation also features strongly at Manchester and it is our ambition to be recognised as Europe's most innovative university. Our history of intellectual property commercialisation spans more than 25 years, during which time we have generated more than 100 spin-out companies. Since 2004 our commercialisation activities have contributed £962 million of economic impact. Of this, £511 million has come from third-party investment in University spin-out companies, and £451 million of gross value added (GVA) from sales and jobs created by IP licensing and spin-out activities.

The launch of the University's Innovation Factory and our role as a founding partner of the investment company Northern Gritstone will be integral to the continued commercialisation of university spinouts and helping our local and regional economies to build back better.

Learn more about our [research](#).



Teaching and learning

The University of Manchester is committed to delivering an outstanding and transformative education, giving learners of all ages and backgrounds the chance to contribute to positive change, improving their lives and those of others. Our academic offering is rigorous, geared towards future employability, and makes use of innovative teaching methods in a high-tech learning environment.

Expert teaching is underpinned by internationally significant research and strong industrial links. All courses are multidisciplinary, flexible and unit-based, which allows students to tailor their learning to their personal interests and career ambitions.

Our future has set the direction of travel towards flexible learning to enhance, but not replace, in-person teaching. We have established a Flexible Working programme to work in partnership with staff and students to shape the future of learning. It remains our priority that our teaching is accessible and inclusive, with global reach.

Student employability is a key priority for the University. Skills development is built into all degree programmes, and further personal and professional development opportunities are available.

We encourage all our students to participate in Stellify, a select package of activities containing some of Manchester's most exciting and transformative student experiences, in order to help them develop the distinctive attributes that make the institution University of the year for graduate employment (*The Times and Sunday Times Good University Guide*, 2020).

Activities include: tackling ethical grand challenges relating to equality, sustainability and social justice in the modern world; studying optional interdisciplinary and international course units incorporating world-leading research; making a difference via community volunteering and developing key skills through leadership roles and work experience.

More information on the University's approach to [teaching and learning](#).



Social responsibility

More than a decade ago, we became the first British university to set social responsibility as a core goal. We were keen to reaffirm this in our new strategic plan, placing an even greater emphasis on environmental sustainability.

In April 2021, our efforts culminated in the University ranking first in the world in the *Times Higher Education* University Impact Rankings, which rates institutions on their contributions to the United Nations' Sustainable Development Goals. This fantastic achievement epitomises everything we stand for and recognises all we have achieved together, delivering benefits for the good of society and transforming lives for the better.

To encourage students to become socially responsible citizens, the University offers every undergraduate the opportunity to work together across disciplines to confront a new ethical grand challenge in each year of their study. Staff are able to commit to make a difference through [50,000 Actions](#), the biggest sustainability initiative for staff at UK universities.

The University proactively addresses inequalities by ensuring its knowledge, expertise and activities help to create a fairer Greater Manchester. For example, the [Manchester Access Programme](#) has supported thousands of local students from under-represented backgrounds to study for a degree and progress into valuable professions such as medicine, teaching and law. The University is also leading an independent Inclusive Growth Analysis Unit in partnership with the Joseph Rowntree Foundation to help make poverty reduction central to processes of growth and devolution in the city region.

As a civic university, Manchester contributes to the expansion of educational, social and cultural opportunities in the city and beyond. We invest more than £15 million annually in financial support for students from disadvantaged backgrounds, while more than 1,250 of our staff and alumni – more than at any other university – have volunteered their time and skills as school governors at local state schools. Elsewhere in the community, our unique employment partnership The Works has supported more than 4,000 local people into work.

Our work on social responsibility has global reach and impact. [Equity and Merit Scholarships](#) assist talented master's students from developing countries in Sub-Saharan Africa to access study programmes and use this knowledge to contribute to sustainable development initiatives in their home countries. Manchester's Global Development Institute is the largest dedicated development research and teaching institute in Europe.

Closer to home, our unique cultural institutions – the Whitworth, the John Rylands Research Institute and Library, Manchester Museum and Jodrell Bank Discovery Centre – are engaging audiences through their diverse collections, events, exhibitions, partnerships and inspirational spaces.

Learn more about the University's commitment to [social responsibility](#).

Equality, diversity and inclusion

The newly-created Directorate of Equality, Diversity and Inclusion (EDI) works with students, staff and the wider University community to set a new direction for EDI at our University. The Directorate is also responsible for putting into practice the commitments outlined in our [action plan](#) to address EDI issues.



Wellbeing overview



The University is committed to providing a healthy working environment and improving the quality of working lives for all staff.

We want to create an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation. For employees a good working environment can positively impact on these aspects, and we are trying to positively influence wellbeing.

The University aims to promote and enhance wellbeing for all staff through the development of a proactive and enabling culture. This will require effective leadership, management support to encourage staff to feel supported in focussing on their wellbeing, the integration of wellbeing in all work activities and practices and individual staff taking responsibility for their health and wellbeing.

Our key aims are to make staff feel happy and healthy are:

- Promote the Manchester Six Ways to Wellbeing framework,
- Increase awareness of the importance of wellbeing,
- Increase and encourage engagement in wellbeing activities,
- Demonstrate increased levels of wellbeing via appropriate survey methodologies.
- To ensure success of this, the University will be looking at how to embed wellbeing in University strategy and investment decisions and develop a range of initiatives to engage the promotion of wellbeing activities and behaviour.

University actions will include:

- Develop long term communication campaign(s) to empower and motivate staff in wellbeing action and behaviours.
- Provide and promote a range of high quality, accessible and engaging initiatives, activities and events to encourage participation in wellbeing.

- Develop a Wellbeing Champions Network.

Management actions will include:

- Empower management units to encourage local culture change to take wellbeing into account and to integrate the Manchester Ways to Wellbeing framework as standard.
- Engaging with staff to promote and enhance employee health and wellbeing
- Creating a culture that where problems arise, they are quickly identified and solutions are considered against an individual's needs
- Develop wellbeing audits to identify enablers, barriers and opportunities for wellbeing action and engagement from individuals and groups/cohorts/teams.

The University aims to integrate wellbeing in all work activities and practices so that an environment can be cultivated that all staff feel nurtured and feel engaged.

Role specification

The University of Manchester is seeking to appoint an outstanding individual to the position of Head of Wellbeing. He/she/they will be a key member of the People and Organisational Development (P&OD) Team.

Reports to:

Director of People and Organisational Development.

Overall purpose:

To lead in the development of an effective strategy and operational plan for the delivery of staff wellbeing activities, for the purposes of enhancing staff wellbeing, improving employee engagement, mental health / stress management, and supporting the success of the People and OD Strategy.

To lead and enable the University and its people managers in developing an environment in which staff wellbeing and positive mental health is foundational and of paramount importance with particular regard to new ways of working, including hybrid working.

Key relationships:

The Head of Wellbeing is expected to work across all aspects of the University's business and to engage with colleagues at all levels.

They will work collaboratively with colleagues within the wider People and OD Directorate and other training providers within the University to maximise impact and facilitate change. They will develop and maintain productive relationships with a wide range of external bodies to promote best-practice and cross institutional learning

Key responsibilities:

The Head of Wellbeing will be expected to:

- Lead on the development of the University approach to staff wellbeing and positive mental health and work collaboratively with People & OD Directorate colleagues and stakeholders from across the University.
- Develop and deliver (managing external partners where necessary) a range of wellbeing learning and development programmes for staff and people managers throughout the University. This will include the following:
 - Lead the development, delivery and evaluation of a comprehensive staff wellbeing and positive mental health operational plan (informed by the 2021 University Wellbeing Strategy), designed to support the overall wellbeing approach and encompassing the full range of primary, secondary and tertiary wellbeing interventions.
 - This will be achieved by engaging with key stakeholders providing information and feedback while maintaining sensitivities, boundaries, and confidentiality to high professional standards. The post holder will also establish and maintain new relationships across the University to ensure reach across different staff groups and levels to understand wellbeing needs and evaluate wellbeing activity across the University. They will work closely with consultants and coordinators to determine wellbeing themes and development needs analysis. They will work collaboratively with colleagues within the wider People and OD Directorate and other training providers within the University to maximise impact and facilitate change. They will develop and maintain productive relationships with external bodies to promote best-practice and cross institutional learning
- Act as a source of guidance and advice on staff wellbeing and employee engagement, supporting colleagues across the People & OD Directorate in developing relevant plans and activities.
- Contribute to University wide projects related to improving and developing staff engagement and wellbeing, including the staff survey and actions arising from the people strategy. In particular focus on initiatives and projects that exploit the aspects of hybrid working that support employee wellbeing and positive mental health.
- Develop and maintain a range of wellbeing resources available for staff and managers at the point of need:
 - Provide specialist/professional recommendations to support informed decision making on wellbeing related matters.
 - Design and deliver a variety of service support mechanisms (e.g., training resources and guides, promotional materials, website resources) to maximise service provision.
 - Design and implement communication plans/campaigns to raise the profile of wellbeing activity, ensure clear communication and raise awareness on resources.
 - Be responsible for professionalising and updating wellbeing website content drawing on other best-practice and evidence-based accessible online resources

- Assess or conduct analysis, presenting results and putting forward recommendations through the provision of briefings, presentations, or written reports, to facilitate the interpretation of specific issues/problems and support decision making related to wellbeing provision. Identify gaps or shortfalls in information and source additional related information. Monitor and maintain records/reports to meet both internal and external requirements.
- Lead assigned wellbeing programmes and related development activities as part of the POD central offer or specific activities across Faculties/Directorates; ensure the programmes reflects best practice, are relevant for the target audience, have demonstrable impact and is within budget
- Working with the POD central team to create and position wellbeing as part of the core offering appropriately and maximise uptake and engagement. Develop and determine appropriate workflow and activity scheduling to meet the wellbeing and resilience objectives.
- Contribute to larger University-wide projects and work in partnership with other People & OD Directorate colleagues, as well as colleagues from UoM Sport, Occupational Health and the Counselling Service to ensure a consistent and focused approach to wellbeing and engagement. to support the achievement of project objectives and ensure wider-policy alignment.
- Management of wellbeing providers and partnerships including training providers and external services including the Employee Assistance Programme.
- Management and development of a Wellbeing Champion network, providing support to engage and encourage the network and maximise its impact.
- Develop and manage an approach to understanding wellbeing and positive mental health at the University, including the provision of meaningful information and resulting action plans.
- By personal example and quality of contribution, promoting a culture of continuous improvement relating to wellbeing.
- Participate in PDR processes and take responsibility for identifying own professional and career development needs and maintaining Continuous Professional Development.
- Any other duties commensurate with the role and grade as necessary.
- Act as an ambassador for the University to external stakeholders and interested parties.



Person specification

The Head of Wellbeing will be expected to demonstrate the following:

Qualifications

- Professionally qualified - either MCIPD or broad based business qualification supported by practical and significant experience in employee engagement and employee wellbeing and improving mental health.
 - A relevant wellbeing or mental health qualification.
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Experience

- Significant knowledge of wellbeing in an organisational context, including relevant enablers and detractors. Significant experience of working in areas such as: wellbeing, mental health, occupational health and safety, equality, diversity and inclusion, learning and development, human resources, and/or psychology or similar.
 - Proven track record in developing, delivering and commissioning high quality learning interventions relating to wellbeing and engagement to varied audiences.
 - Experience of working in a large and complex organization and an understanding of the HE environment with an awareness of the specific wellbeing issues within the sector.
 - Excellent communication skills (written and oral), able to engage people with different backgrounds to present information clearly and explain complex issues to a range of audiences with varying levels of understanding.
 - Experience of managing a small team on a day to day basis.
 - Able to use relevant technical expertise and experience objectively and with integrity to build a track record of reliable, trustworthy and dependable source of HR support, guidance and delivery. Use of interactive and e-learning approaches.
 - Can provide examples of successful translation of strategy into operational requirements and change programmes, demonstrating high order planning and organisational skills.
 - Ability to analyse complex data to inform appropriate interventions.
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Personal qualities

- A positive, self-starter and motivated individual, with strong resilience skills and a proactive spirit.
- Demonstrates sound analytical and creative and pragmatic problem-solving skills. Can make timely and balanced decisions which consider the wider strategic picture and implications for the organisation.
- Relationship management - able to build and sustain positive and productive working relationships with key staff and trainers, and deliver excellent customer service.

- Able to demonstrate high ethical standard and a commitment to the University's values and associated behaviours. Champion equality, diversity and inclusion in all activities.

Appointment process

Applications should be sent by midnight, Monday 14 March, 2022.

To apply, please access [Jobs | The University of Manchester](#).

You should also include a minimum of two work referees. References will only be taken towards the final stages of the process. Candidates will be consulted before any referees are approached.

Equal opportunities:

As an equal opportunities employer we welcome applicants from all sections of the community regardless of gender, ethnicity, disability or sexual orientation. As Black, Asian and minority ethnic candidates are currently under-represented at this level at the University, we would particularly welcome applications from individuals in minority ethnic groups. All appointments will be made on merit.

Our University is positive about hybrid and [flexible working](#). Blended working arrangements may be considered.

All candidates applying for the role will be required to complete an Equal Opportunities Monitoring Form. This will assist us in monitoring selection decisions to assess whether equality of opportunity is being achieved. Information collated from the Equal Opportunities Monitoring Form will not be used as part of the selection process and will be treated as strictly confidential.

Personal data:

In line with GDPR, we ask that you do not send us any information that can identify children or any of your sensitive personal data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your sensitive personal data in your CV or application documentation will be understood by us as your express consent to process this information. Please also remember not to mention anyone's information or details (such as referees) who have not previously agreed to their inclusion.

Interviews:

Initial interviews will take place in the latter half of March 2022.



The University of Manchester