

Professional Service Unit Wellbeing Champion – Relationships with other roles and groups

Stakeholder/group	Relationship	Coordination/communication
Wellbeing Officers/Directors of Wellbeing in Academic Schools	The two networks will operate in parallel according to the role descriptions and coordination arrangements for each	<ul style="list-style-type: none"> • The Network coordinators will meet periodically at a Wellbeing Officer Coordination Group • Representatives of each network will attend each other's meetings to share information, good practice and to ensure effective communication between the two networks. • There will be a joint Teams site for shared information and resources, with separate channels for Wellbeing Officers in Academic Schools and for Wellbeing Champions

<p>Wellbeing and Engagement Group (WEG)</p>	<p>There will be considerable overlap between the WEG and the Wellbeing Champion network. It is very likely that a number of Wellbeing Champions will be existing members of the WEG. In the interests of efficiency, it would therefore make sense to combine these two groups. This would mean giving the Wellbeing Champion network additional responsibility for supporting the University HWL Award process and contributing the Wellbeing Campaign Calendar. As these activities apply to all University staff, not just those in Professional Service Units, it would be necessary to ensure good representation from Academic Schools. As proposed above in order to ensure communication/coordination between the Schools and Professional Service Unit networks, there would be representation from Academic Schools at the Wellbeing Champion meetings anyway, so this would be a practicable function.</p>	<ul style="list-style-type: none"> • The existing WEG and the new Wellbeing Champion meetings would be combined to both support the Wellbeing Champions but also to deliver the function of the current WEG. • Meetings will be held on a bi-monthly basis and the agenda will alternate between a) HWL/campaign calendar and b) Wellbeing Champion peer support/networking/CPD • Additional members could be invited to attend the 'a)' meetings to ensure full representation from relevant service providers/units.
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<p>Mental Health Task Force</p>	<p>Mental Health Task Force retains strategic oversight of wellbeing and mental health. The combined Wellbeing Champion network/WEG will report into this group.</p>	<ul style="list-style-type: none"> • The Wellbeing Champion network/WEG will be included as a standing item on the MHTF meeting agenda, delivered through the OSDS update. • The Wellbeing Champion network coordinator is a member of the MHTF • It is proposed that at least one other member of the MHTF is one of the Wellbeing Champion Network (and likewise a member of the School WO network should also attend MHTF) • A MHTF update will be a standing item on the Wellbeing Champion network at the 'a)' meetings, so that information can be passes back from MHTF to Wellbeing Champions • The 'Supporting the Networks Group' convened by the chair of the MHTF and including the coordinators of the Wellbeing Officer/Champion networks, will meet in response to any issues of concern identified by Wellbeing-related service providers (e.g. Occupational Health or Student Services), or in response to other concerns that need to be considered across both networks. It is essentially the supervisory group for the networks of Wellbeing Officers, Directors, Champions.
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<p>Occupational Health</p>	<p>Occupational Health is the University's main practitioner resource to address the full range of staff health issues. The Wellbeing Champions are specifically NOT practitioners - they are local champions to promote University services, share information, encourage participation and to organise local activities. The role of Wellbeing Champions in relation to OH will be to:</p> <ul style="list-style-type: none"> • understand the services provided by OH • know how colleagues can access OH services • understand under what circumstances a colleague may be redirected/referred to OH and the process for doing so. • Wellbeing champions should not make direct referrals to OH, but where appropriate should suggest that the individual may make a self-referral or request a referral from their line manager 	<ul style="list-style-type: none"> • OH will participate/contribute to the initial orientation training of Wellbeing Champions • OH will attend the Wellbeing Champion/WEG meetings • OH are standing members of the MHTF
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<p>Human Resources</p>	<p>Human Resources are responsible for a range of wellbeing-related policies, and for providing support to staff through the HR Business partners. The role of Wellbeing Champions in relation to HR will be to:</p> <ul style="list-style-type: none"> • understand the services provided by HR • know how colleagues can access HR services • understand under what circumstances a colleague may be redirected/referred to HR and the process for doing so. 	<ul style="list-style-type: none"> • HR will participate/contribute to the initial orientation training of Wellbeing Champions • HR will attend the Wellbeing Champion/WEG meetings • HR are standing members of the MHTF
<p>Health and Safety Officers</p>	<p>Health and Safety Officers have a specific, defined set of duties, such as responsibility for fire safety, maintaining an accident book and carrying out the annual health and safety report and training audit. There will be no overlap between the defined duties on the Wellbeing Champions and those of the H&S Coordinators.</p>	<ul style="list-style-type: none"> • During initial orientation training, the role of H&S Coordinators will be covered. • Recommendations will be made to Professional Service Units that both H&S and Wellbeing are made standing items at Team/Unit meetings (already the case for H&S). This will help to ensure proper coordination between the two roles within Professional Service Units.

<p>Line managers</p>	<ul style="list-style-type: none"> • Line managers retain all existing responsibilities for the wellbeing of their staff and cannot delegate such responsibilities to the Wellbeing Champion • Wellbeing Champions do not have a responsibility for the wellbeing of staff in their Unit - their responsibility is to carry out the role as defined in the role profile 	<ul style="list-style-type: none"> • The role of Wellbeing Champions will become part of the individual's workload and as such should be subject to the normal conversations about performance and workload management that take place between line managers and staff • Matters of concern about the management of workloads in relation to the Wellbeing Champion duties should be discussed between the Wellbeing Champion and line manager in the first instance, and if necessary then discussed with the Wellbeing Champion coordinator. • Wellbeing Champions should provide regular feedback to the Service Director to report on activity levels and to highlight any trends or emerging issues within the Unit.
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