

Wellbeing Officer

at Numatic International Ltd, Chard

From cordless solutions to customisable janitorial systems and advanced floorcare equipment with on-hand training, Numatic delivers professional, practical, and reliable equipment, designed, engineered and made right here in Chard in the South West of the UK. Known for the Henry and Hetty vacuum cleaner and independently rated the UK's most reliable vacuum brand, Numatic understands the need and demand for sustainable cleaning solutions. Longevity, efficiency, serviceability, and recyclability are the four values that construct the Numatic Sustainability Formula. Above all else, the most sustainable products are those that you are able to use day after day, without fail, for many years.

About the role:

Numatic International's continued long-term success will be dependent on the talent and loyalty of the people we employ, we are passionate about making Numatic the best working environment and supporting our workforce to be fit and healthy as well as offering support where it is needed.

Working as part of the HR team the Wellbeing Officer will be responsible for the provision of a cost-effective, operational, generalist Wellbeing solution to the organisation. Partnering with key stakeholders (including Department Managers, Department Heads, and the wider Management teams), you will be responsible for developing and implementing robust strategies across the organisation with the objective of improving performance, reducing absenteeism and reducing the costs and reliance on third-party suppliers of Wellbeing services.

In this operational role, the Wellbeing Officer will be very hands-on across all levels within the organisation, but in addition will be responsible for delivering our in-house health surveillance programme including lung function, audiometry, and visual testing. You will lead a team of in house mental health first aiders and act as a role model in health and nutrition.

To be successful in this role you will demonstrate empathy and sincerity whilst recognising the limits of the role and use your ability to signpost to external organisations as needed.

About you:

- Current or previous role in HR (level 3 or 5 CIPD desirable), Wellbeing or Occupational Health
- Experience of project management in an HR, OH and Wellbeing setting including working within financial budgets
- Excellent all-round communications skills, with the ability to communicate clearly to a range of audiences
- Experience of developing and maintaining administrative and other relevant systems, including handling sensitive personal data.
- Experience of drafting, editing, and producing communication in a variety of formats including uploading and editing content on the company intranet and website and other social media
- Exceptional knowledge of Wellbeing matters with a commitment to continuous personal development in this arena,
- Demonstrable commercial experience in operating within a unionised manufacturing, FMCG or engineering environment,
- Excellent IT skills, able to use Word, Outlook, PowerPoint and databases and spreadsheets proficiently
- Ability to understand and analyse complex information including research reports, policy documents and legislation
- Ability to prioritise tasks and deliver them to tight deadlines
- Ability to work in a team with a positive, problem solving approach
- Ability to organise events including large meetings, workshops, and activities
- Ability to work on own initiative with a flexible and adaptable approach
- Knowledge and understanding of current health, employment or disability policy areas and awareness of how they impact on Wellbeing
- Ability to maintain confidentiality and act with integrity, discretion, and diplomacy.

Salary £28,000 - £32,000 per annum depending on experience

Closing Date: 30th September 2020

How to apply:

If you meet or exceed the above and have a real passion and drive around HR, Wellbeing or OH at work please send your CV and a covering letter to: jobs@numatic.co.uk

NO AGENCIES PLEASE

