

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Regeneration and Inclusive Growth		Service Area: Inclusive Growth and Development	
JOB TITLE: Work & Health Programme Lead			
GRADE: M			
REPORTING TO: Employment & Training Hub Manager			
1.	JOB SUMMARY: To lead delivery of Work and Health programmes including the Department for Work and Pensions (DWP) Connect to Work programme and the Integrated Care Board (ICB) Work Well programme.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To lead the successful delivery of a high-quality, high-performing supported employment service which will help people with autism, learning disabilities or from a specified disadvantaged group gain and sustain work	
	2.	To lead on the successful delivery of a high-quality work and health programme, coordinating cross-sector partnerships to improve health-related employment outcomes and ensure integrated support for individuals facing barriers to work.	
	3.	Manage the Work and Health programme budgets including ensuring costs do not exceed contractual limits whilst maximising grant income across the lifetime of the programme to deliver results.	
	4.	To manage a team of staff and support their training and development needs and undertake such personal training as may be required to meet the needs, duties and responsibilities of the role.	
	5.	Plan effective employer engagement strategies which empower and support employers to develop inclusive recruitment, retention and workforce development practices to meet their business needs.	
	6.	Drive and deliver on challenging DWP performance measures, leading and developing a team to achieve contractual job start and outcome targets	
	7.	Support the Employment & Training Hub Manager in wider activity to develop a local joined up approach to work, health and skills support to drive growth and reduce labour market disadvantage, including identifying and leading on new work and health related funding opportunities.	
	9.	To maintain a good understanding of services delivered by partners and other organisations impacting skills and employment programmes within the borough.	
	10	To develop and manage relationships with a range of key stakeholders, including the Tees Valley Combined Authority, other TV Local Authorities, businesses, training providers, regional and sub-regional partners	
	11	To take a lead and strategic role on working with and influencing where appropriate, Council services, partners and external agencies/organisations to deliver employment and skills opportunities and interventions	

	12	To have a sound knowledge of policies, powers and guidelines governing your work area and recognise and act upon external factors affecting employment and skills within the Borough
	13	To take responsibility for the capture, interrogation and analysis of data and intelligence to inform service improvement & Council decision making
	14	To prepare, present and communicate briefing papers and reports on matters affecting employment and skills to Management, Cabinet, committees, and boards
	15	To effectively manage and monitor relevant budgets in accordance with the Council's policies and procedures and generate additional funding support through the preparation of bids and applications
	16	To take reasonable care of your own health and safety and co-operate with management, as far as necessary, to enable compliance with the Authority's health and safety rules and legislative requirements
	17	To adopt, utilise and demonstrate Customer Service Excellence principles.
	18	To undertake such other duties and responsibilities commensurate with the grading and nature of the post

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated October 2023

PERSON SPECIFICATION

Job Title/Grade	Work & Health Programme Lead	M
Directorate / Service Area	Regeneration and Inclusive Growth	Inclusive Growth and Development
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	- Educated to degree level and/or holder of a recognised professional or managerial qualification by examination or by substantial direct experience in the area of work. - Equivalent level of knowledge gained from demonstrable relevant work-related experience.	Demonstration of continuous professional development.	Application form
Experience	- Significant experience in leading and delivering employment programmes, particularly for individuals facing work and health barriers. - Experience managing or monitoring external grant funding and effectively targeting resources to maximise outcomes - Proven track record of managing complex work and health programmes, including budget oversight and achieving performance outcomes within contractual limits.	- Experience of external quality assurance assessment processes in an employment or skills context - Corporate and strategic thinking - Political awareness - Working in local government or public sector	Application / Interview

	• Experience of providing relevant high-quality advice and guidance in relation to employment, skills, and recruitment. • Experience of working in partnership with and influencing people within the Council, external agencies, third sector, developers, and the community. • Experience of managing and supporting a team • Experience of promoting positive cultural change. • Experience of implementing improvements to services and demonstrating outcomes.		
Knowledge & Skills	• Knowledge of local and regional employment, health, and skills landscapes, including barriers to work and available support services. • Ability to understand the national and local policies and issues influencing the development and implementation of employment, employability, and skills policy. • Excellent partnership working skills, with the ability to build and maintain relationships across local authorities, combined authorities, health services, training providers, and other stakeholders. • Strong communication and interpersonal skills, with the ability to represent the service on a local and regional level • Ability to work flexibly and adapt to changing work priorities. • Familiarity with, and ability to meet, information technology requirements in Word, Excel, Power Point, the use of the Internet and client relationship management system.	• Detailed knowledge of the core values of supported employment and the Supported Employment Quality Framework • Ability to manage a team of professional staff engaged in the particular service area for the Authority. • Ability to develop and implement service policies and strategies within a political environment.	

	• Ability to capture and interpret relevant data and identify resulting necessary interventions • Ability to demonstrate customer sensitivity and awareness. • Demonstrate personal leadership with authenticity. • Ability to identify areas of improvement, through performance management and service feedback. • Use coaching and mentoring skills to help employees develop their practice		
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • A pleasant and positive personality, with enthusiasm and the ability to inspire others. • Demonstrate creativity and innovation. • Demonstrate personal effectiveness • Customer focussed. • High personal standards and self-discipline in working to deadlines. • Highly motivated, energetic, not easily discouraged. • Confidence to implement solutions and to challenge traditional thinking. • Ability to lead or work as part of a team. • Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant. • The ability to benefit from training relevant to the post		Application / Interview
Other requirements	Must be able to vary working hours to incorporate evening and weekend meetings as required		

	Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post		
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Person Specification dated October 2025

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Regeneration and inclusive Growth	SERVICE AREA: Inclusive Growth and Development
JOB TITLE: Work & Health Programme Lead	
GRADE: M	
JOB LOCATION / BUILDING: Employment & Training Hub	
REPORTING TO: Employment & Training Hub Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Fallon Dunleavy

Date: 09.06.2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk