

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Corporate Services		Service Area: People & OD	
JOB TITLE: People, Wellbeing & Engagement Adviser			
GRADE: K			
REPORTING TO: People Health, Wellbeing & Engagement Manager			
1.	JOB SUMMARY: Responsible for developing, implementing and evaluating wellbeing, engagement, recognition and organisational development programmes that support the Council's People Strategy. Builds strong stakeholder relationships, provides professional people-related guidance, manages workforce insights and engagement activities, supports equality, diversity and inclusion initiatives, and contributes to workforce transformation and culture change programmes.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Work closely with the People Health, Wellbeing & Engagement Manager to develop, deliver and promote a range of People, Wellbeing, Engagement and Organisational Development initiatives that support workforce performance, employee experience and organisational culture.	
	2.	Provide professional advice, guidance and support to managers and employees on wellbeing, engagement, inclusion and people-related initiatives, responding to both planned programmes and emerging workforce needs.	
	3.	Lead the development, delivery and evaluation of employee wellbeing, engagement and recognition programmes, schemes and activities that support the Council's People and OD priorities.	
	4.	Coordinate and oversee award and accreditation programmes, including the Better Health at Work Award, Disability Confident and other relevant workforce and employer recognition standards, ensuring compliance and continual improvement.	
	5.	Develop, implement and promote employee recognition initiatives that celebrate achievement, encourage positive behaviours and strengthen organisational culture.	

	6.	Collect, analyse and interpret workforce wellbeing, engagement and participation data, producing reports, insights and recommendations to inform decision-making and continuous improvement.
	7.	Develop systems to provide accurate records of engagement activities and participation.
	8.	Coordinate employee engagement surveys, pulse surveys, focus groups and consultation activity, ensuring feedback is captured, analysed and translated into meaningful actions.
	9.	Build and maintain effective and collaborative relationships with stakeholders including Directors, Managers, Employees, Xentrall Shared Services, recognised Trade Unions, employee networks and external partners to support delivery of People and OD priorities.
	10.	Support the development, implementation and review of People policies, procedures, guidance, frameworks and organisational development interventions, ensuring they reflect best practice and organisational objectives.
	11	Contribute to the delivery of workforce transformation, culture change and organisational development programmes that enhance leadership, employee engagement, wellbeing and organisational effectiveness.
	12	Support equality, diversity and inclusion initiatives, promoting inclusive practices and helping to create a workplace where all employees feel valued, respected and able to thrive.
	13	Represent the People & OD Service on internal and external working groups, networks and meetings, acting as an ambassador for employee wellbeing, engagement and inclusion.
	14	Support the delivery of workforce wellbeing campaigns, health promotion activities and employee support initiatives, working collaboratively with partners and providers to maximise participation and impact.

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 updated September 2026



PERSON SPECIFICATION

Job Title/Grade	Employee Engagement Advisor	K
Directorate / Service Area	Corporate Services	People & OD
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	CIPD - HR / L&D Level 5 qualification (or relevant equivalent professional experience)	Graduate qualification or equivalent	Application form
Experience	- Experience of employee engagement activity in a HR capacity within a large organisation. - Experience of presenting to a diverse audience	- Training - Local Government Experience	Application / Interview

Knowledge & Skills	• Ability to understand, analyse and distil a clear message from complex and potentially controversial information. • Strong writing skills. • Advanced presentation skills using various media • Ability to appreciate different points of view and potentially varying interpretations of information and situations. • Ability to think creatively and contribute to longer term planning. • Good communication and relationship management skills at all levels within and outside the organisation, often at a senior level		
Specific behaviours relevant to the post	• Strong Commitment to the public service • A high degree of integrity • Ability to work effectively in a fast-moving environment • Uses political judgement and sensitivity • Strong interpersonal and networking style. • Committed to acting corporately and collaboratively		Application / Interview

	• High-level of drive and motivation to achieve. • Outcome and achievement focussed. • Committed to equality of opportunity in employment and service delivery. • Committed to continuous improvement.		
Other requirements			

 Stockton-on-Tees BOROUGH COUNCIL		KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: People & OD	
JOB TITLE: Employee Engagement Advisor		
GRADE: K		
JOB LOCATION / BUILDING: Dunedin		
REPORTING TO: Employee Experience & Wellbeing 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: - o Work which removes, repairs, or disturbs asbestos - o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) - o 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.		

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: Jane Webb
September 2026

Date:

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