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| ***Department of Physiology,*** ***Development and Neuroscience***  |  |
| **PDN Wellbeing and Equality Committee - Wellbeing Advocates** |

**Summary of the role:**

As part of a University-wide initiative, PDN has appointed two Wellbeing Advocates, Andrea Dimitracopoulos and Aileen Jordan and two management Wellbeing Advocates, Jenny Morton and David Bainbridge. As Wellbeing Advocates, they can provide guidance and a general signposting service about wellbeing issues, including mental or physical health and dignity at work concerns, to members of staff.

They will also promote local and University-wide wellbeing initiatives. The Wellbeing Advocates have successfully completed the MIND Mental Health Lite training, have a good knowledge of the University polices on Equality and Diversity and Dignity at Work as well as attend regular Wellbeing Advocate network meetings.

**Role Purpose:**

The role of the Wellbeing Advocate includes:

1. providing guidance and a signposting service to employees in their own Institution about issues relating to wellbeing, including mental/physical health and dignity at work concerns
2. promoting local wellbeing initiatives
3. communicating University-wide wellbeing initiatives
4. contributing to and participating in networks to facilitate greater awareness of wellbeing across the University.

The management Wellbeing Advocates (a member of the local Management Team) would also:

1. help integrate wellbeing into departmental activities, for example by raising the profile of wellbeing in local committee meetings and ensuring wellbeing is discussed at probation and staff review & development (appraisal) meetings.
2. raise generic wellbeing issues with the Head of Department anonymously.

**Key activities**

1. *Information and Guidance provision to individual members of staff*
* Listening effectively to their concerns
* Giving full, clear and accurate information on the University’s support services, including Occupational Health, Counselling, Mediation, Dignity at Work, HR Schools/Business teams
* Helping them to understand the courses of action open to them and how to take them forward.
1. *Wellbeing Advocates may also*
* Promote and, where appropriate, co-ordinate and participate in, local well-being initiatives
* Contribute to developing marketing materials
* Raise awareness of University-wide wellbeing initiatives

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