



# Role Profile

| <b>MENTAL HEALTH TRAINING OFFICER</b> |                 |       |            |
|---------------------------------------|-----------------|-------|------------|
| Reference No.                         | A4723           | Type  | Individual |
| Service                               | Human Resources |       |            |
| Job Family                            | Professional 1  | Grade | FC7        |

| <b>Purpose</b>  |
|---|
| <p>To undertake activities aimed at promoting mental wellbeing awareness and good personal mental wellbeing strategies including delivery of national or specific MH programmes and development and delivery of customised training and learning (face to face and online) to support local teams e.g. MH related issues arising from team stress risk assessments and not already covered in corporate programmes.</p> <p>Supporting the council's corporate Wellbeing programme by increasing knowledge about mental wellbeing issues and appropriate support so employees and managers to develop their understanding of MH issues in the workplace.</p> <p>Arrange and deliver periodic briefings to HR Business Partners, Service Managers, the Mental Health First Aider network and service MH Coordinators.</p> |

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility            | <b>E</b> | <b>D</b> |
|--|--|----------|----------|
| <p>The main activity is increasing the learning of employees and teams by delivering recognised and bespoke training. This will include using experience and expertise to assess gaps in knowledge and understanding and then designing and delivering appropriate training to meet locally identified issues related to mental wellbeing.</p> | <p>Understanding of relevant legislation, policies and procedures within operational services and ability to advise and train managers and staff</p> | ✓        |          |
|  | <p>Knowledge of mental health and wellbeing issues</p>   | ✓        |          |

E = Essential Criteria    D = Desirable Criteria

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility   | <b>E</b>  | <b>D</b> |
|--|---|---|----------|
| <p>Working in an HR department there will be a good understanding of employer, health, safety and equalities legal responsibilities and all training delivery will support the work of the HR service.</p> <p>The postholder will have an important role in delivering training and learning opportunities to meet the objective that all managers have good awareness of mental wellbeing issues and are able to support their employees; employees are encouraged to ask for help and have a positive experience when they do, and appropriate support is provided early to avoid issues developing onto problems.</p> <p>Developing managers and employees will include providing information, tips and techniques and also signposting to other support including the Mental Health First Aider network and counselling service. For clarity, this role will not provide HR advice or 1-2-1 support to individuals.</p> <p>Training and learning activities will also promote the Council's policies including Supporting Mental Wellbeing at Work Policy and Avoiding Stress actions.</p> | <p>Experience of developing and delivering training to meet particular outcomes</p> <p>Relevant professional qualification at SCQF Level 7 or above.</p> <p>Registration or membership of relevant professional body</p> <p>Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services</p> <p>IT skills</p> <p>Experience of training needs assessment, learning styles and relevant competency frameworks</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |          |
| <p>Working with the Health, Safety and Wellbeing team and the Wellbeing Lead Officer in particular to:</p> <p>Plan, research, design and deliver training, learning programmes and eLearning packages, to meet operational services skills development and qualification requirements in support of service Workforce development plans and liaising with external training providers including SQA.</p>   | <p>Knowledge to design training using relevant legislation, policies, procedures and theories</p> <p>Experience of delivering workshop training, coaching and mentoring to groups and individuals</p> <p>Knowledge to create eLearning and blended learning objects using PowerPoint, software packages and online media</p>  | <p>✓</p> <p>✓</p> <p>✓</p>                            |          |

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:   | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility  | <b>E</b>            | <b>D</b>      |
|---|--|---------------------|---------------|
| The post holder may be asked to brief staff groups on particular related HR policies.   | Experience of delivering accredited learning programmes<br><br>Experience of contributing to learning needs analyses<br><br>Experience of talking to groups and delivering presentations   | <br><br>✓<br><br>✓  | ✓<br><br><br> |
| Managing delegated workload to meet organisational and individual deadlines, whilst maintaining a high-quality service.   | Time management skills<br><br>Experience of priority identification to deliver work to tight deadlines<br><br>Active listening/communication skills<br><br>Knowledge of best value and budgetary management and monitoring processes | ✓<br><br>✓<br><br>✓ | <br><br><br>✓ |
| Establishing and maintaining effective communication and working relationships with the Lead Officer Wellbeing, the wider HSW team, HR Business Partner and service managers to support the development, delivery and assessment of the mental health and related training interventions. | Experience of creating and maintaining effective professional relationships and managing boundaries<br><br>Experience of identifying creative solutions<br><br>Problem solving skills  | ✓<br><br>✓<br><br>✓ | <br><br><br>  |
| Contributing to the maintenance and development of effective systems for the co-ordination and recording of training activity including those relating to individual learner records and the evaluation of learning and development activities.   | Analytical skills in interpreting individual and aggregated learner data drawn from a range of sources<br><br>Experience of contributing to learning needs analysis<br><br>Ability to deliver reports, papers and oral presentations | <br><br>✓<br><br>✓  | ✓<br><br>     |

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
|--|---|----------|----------|
|  | Maintain accurate and timely records of training sessions   | ✓        |          |
|  | Evidence of effective planning and programming skills   | ✓        |          |
| Liaising with internal and external stakeholders to deliver best value learning solutions to meet operational need. Including representing the team on external bodies including SQA Qualification standardisation events and other Working Groups as appropriate. | Negotiating, influencing and emotional intelligence skills with individual learners and internal and external stakeholders                | ✓        |          |
|  | Knowledge to participate and contribute to the work of working groups and project groups  | ✓        |          |
|  | Ability to provide a regular and effective service Fife wide  | ✓        |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.  |   |          |          |

| <b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>   |   |
|---|---|
| <p><b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p> |   |
| <b>Additional Information – the following information is available:</b>   | <b>Expected Behaviours</b>  |
| <ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>  | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |

# Role Profile