

**Job Description**

<b>Job title</b>	Employee Engagement Officer
<b>Reports to</b>	HR Business Partner
<b>Direct reports</b>	N/A
<b>Grade</b>	TBD
<b>Salary range</b>	TBD

**Job purpose**

To assist the HR Business Partner with ensuring the highest levels of employee engagement and internal communication to develop a positive culture within the Council so that employees feel valued, are committed, motivated, informed and involved through regular opportunities for positive two-way dialogue.

**Duties and responsibilities**

1. To develop and deliver an Employee Engagement strategy with the Council’s HR Business Partner.
2. Take the lead role on championing on developing initiatives which supports and promotes employee health and wellbeing.
3. Work closely with the Council’s Communications team to ensure a consistent approach to all internal communications
4. Manage and co-ordinate the employee surveys and the responses
5. Improving the involvement of staff in shaping and influencing the direction of the Council.
6. Develop channels of communication relevant to the needs of the workforce.
7. Making sure all employees have a voice that is listened to.
8. Collaborating and working with partner and external organisations where appropriate.
9. Plan and implement employee events and internal communication campaigns
10. Work with service managers to arrange and co-ordinate a quarterly Managers Forum in relation to logistics and content.
11. To establish communication mechanisms for employees to facilitate improvement for the Council and its workforce.
12. To engage with managers to encourage consistency of approach and best practice

**Working conditions**

Office based role with some external liaison.

## Physical requirements

Sedentary role with driving required.

## Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	