

Wellbeing Specialist

College/Division	Division of the Chief Operating Officer
School/Section	People and Wellbeing
Location	Hobart, Launceston or Burnie
Classification	HEO 8
Reporting line	Reports to Director, Safety and Wellbeing

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a **Wellbeing Specialist** in the [Safety and Wellbeing](#) unit of the People and Wellbeing team.

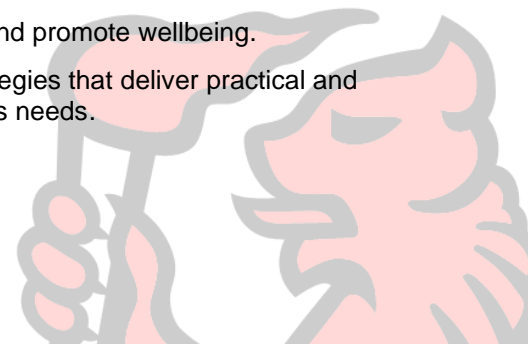
The Safety and Wellbeing unit is a specialist team responsible for providing advice and support to the University of Tasmania (University) community to ensure that health and safety risks can be managed in accordance with the University's Safety and Wellbeing Management System. Its operations must comply with a large number of legislative and statutory requirements, standards and guidelines, all of which may be subject to internal and external audit.

The Wellbeing Specialist is responsible for the enablement of wellbeing across the organisation; working with our leaders and experts to develop and deliver a holistic and adaptive approach to the wellbeing of our staff and the University community. This role operates as a subject matter expert in all areas of wellbeing with a focus on proactive, individual-led outcomes but also acts as a coach to improve, educate and promote team-based health and wellbeing solutions. To complement our existing approaches, we would like to incorporate Aboriginal and Torres Strait Islander knowledge and approaches to our wellbeing services. We are committed to creating a University community which reflects the wider community that we serve and encourage applications from Aboriginal and/or Torres Strait Islander people.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our [Statement of Values](#). We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You Will Do

- Implement an approach/ framework to wellbeing that increases team and individual wellbeing through building knowledge and confidence of how to navigate and manage their own wellbeing.
- Design and report meaningful wellbeing metrics and quality outcomes that the whole University in its systems can work towards, capturing baseline data at an individual, team and organisational level.
- Facilitate the identification and evaluation of psychosocial factors that may impact safety and wellbeing.
- Develop and implement processes, practices and tools that support and promote wellbeing.
- Work collaboratively with all areas of the University to implement strategies that deliver practical and integrated mental health and wellbeing solutions that support business needs.



- Maintain and grow a wellbeing support network that can be scaled and deployed as part of organisational change programs.
- Undertake other duties as assigned by the Director Safety and Wellbeing and senior members of the People and Wellbeing team.
- Facilitate and deliver mental health and wellbeing training, development and information sessions.

What We Are Looking For (success criteria)

- A qualification in Psychology or an equivalent combination of relevant experience, education and/ or training.
- The ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people and a well-developed knowledge and understanding of contemporary Aboriginal or Torres Strait Islander culture and society.
- High level interpersonal and influencing skills enabling stakeholder engagement/relationship building capabilities, by concise written reports and correspondence, verbal and presentation experience in delivering training.
- Well-developed project management skills with proven ability to balance competing demands, prioritise effectively and work to deadlines.
- Proven ability to develop and implement Safety and Wellbeing policies and procedures together with proven computer literacy including familiarity with word processing applications, spreadsheets, database management, complex statistical analysis and Safety and Wellbeing performance reporting.

Personal Values and Traits

- People-centred individual who actively shows support for others.
- Resilient and adaptable.
- Able to deliver, showing tenacity and commitment in achieving results.
- A positive nature and growth mindset.

Other position requirements

- Regular intrastate / interstate travel may be required.
- Visiting and working in the field in remote locations.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

