



Job Description

Position Title	Portfolio Lead, Health & Wellness
Department	Office of Student Life
Reporting To	Head, Office of Student Life
Type of Position	Full Time

POSITION DESCRIPTION

The 'Portfolio Lead' will manage the Health and Wellness portfolio of the Office of Student Life; S/he will be responsible for promoting and enhancing the health and well-being of students by designing a variety of programs and activities to promote physical, mental, social and personal health and wellbeing of students. The Lead will also be responsible for managing the use and upkeep of Health and Wellness facilities such as Gym, swimming pool, clinics, sports courts etc.

This role is expected to create a conducive environment that allows students to prioritize their physical, mental and emotional health while pursuing their academic and personal goals.

DUTIES AND RESPONSIBILITIES

Program Planning, Execution and Review

1. Developing a comprehensive strategy and programs to achieve the Objectives and Key Results of this portfolio.
2. Establishing and maintaining relationships with internal stakeholders and external resources to engage them in various programs and activities focusing Health and Wellness.
3. Regularly assessing and evaluating the effectiveness of the programs and make necessary adjustments to improve outcomes.
4. Developing relevant policies and SoPs

Health and Wellbeing Awareness, Education and Skill Building

5. Enhancing students' awareness, understanding and skills to embrace a healthy life style through various programs
6. Educating students about key aspects of their physical, mental and social wellbeing as a university student.
7. Engaging students in learning, understanding and responding to their physical, mental, personal and social wellbeing issues in a variety of ways.
8. Promoting sports and fitness activities as key tools to for advancing physical and cognitive health as well as acquire essential life skills.

Mental Health Counseling Services

9. Organizing proper programs for one-on-one and group counseling and tracking their quality
10. Providing initial screening services to Habib community for the people reporting or identified with signs of mental health conditions needing help.
11. Organizing events and activities to address various mental health issues

Campus Health Emergency Response Program

12. Designing an effective program to respond to physical and mental health emergencies at the campus
13. Educating Habib community about emergency response program
14. Supporting various units of the University to immediately respond to health emergencies in collaboration with campus safety services.

Managing H&W Spaces and Staff

15. Ensuring the effective and maximum use of the following spaces while ensuring users' safety and satisfaction, smooth running of the operations and quality of services.

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<ul style="list-style-type: none"> a. Gymnasiums b. Swimming pool c. Sports Courts d. Clinic e. Counseling rooms/area f. Indoor sports area g. Student lounges
<p>16. Establishing proper systems for acquiring memberships/appointments, collecting essential data and user feedback, organizing and analyzing the data and generating periodic reports.</p> <p>17. Leading and inspiring the team to adapt to new ideas and work with ownership and dedication.</p> <p>18. Have regular feedback meetings with the HoD</p> <p>19. Develop and deliver an effective ‘Wellness Peer’ program from recruitment stage to the execution of semester-wise plans on an annual basis.</p> <p>Other areas of responsibility:</p> <p>20. Developing and implementing marketing strategies using social media pages, mass-emails and campus-wide campaigns regarding services and programs.</p> <p>21. Collecting and analyzing data on health and wellbeing initiatives to ensure informed decision-making and address the evolving needs of the student community.</p> <p>22. Managing budgets and allocating resources efficiently.</p> <p>23. Maintaining website pages and social media platforms related to Health and Wellness.</p>

REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> ✓ Graduation and/or Post Graduation ✓ A diploma or degree in wellness coaching, nutrition, mental health, general health or a related field will be a plus.
Required Experience	<ul style="list-style-type: none"> ✓ At least 3-4 years of relevant experience ✓ Experience of working on health and wellness principles, mental health awareness, behavior change theories or related field will be an added advantage.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Program Development and Implementation	High
2.	Monitoring and evaluation of programs	High
3.	Collaboration and networking	Medium to High
4.	Technological proficiency for communication and marketing	Medium
5.	Leadership: Team building and supervisory skills	Medium
6.	Campaign Development	Medium
7.	Empathy and Tolerance	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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