

# JOB DESCRIPTION

Position Title	Attendance and Wellbeing Manager	Department	Site
Generic Job Title	A - Manager	Segment	Healthcare
Team Band	A	Location	Site based
Reports to	HR Business Partner	Office / Unit name	Wythenshawe Hospital

## ORGANISATION STRUCTURE



## Job Purpose

- Maintain attendance levels in line with budget.
- Responsible for the accurate and efficient management of the absence policy.
- Review sickness absence occurrences and ensure correct action is taken and the absence policy is being followed.
- Review lateness and ensure correct action is taken.
- Responsible for undertaking informal meetings and support formal disciplinary meetings relating to sickness absence and lateness.
- Produce weekly sickness absence reports and feedback progress to management meetings.
- Promote employee wellbeing initiatives.
- Participate in the engagement committee to promote team engagement.

## Accountabilities

Analyse absence reports and Kronos system to identify individuals on long term sickness ensure adherence to the attendance policy.

Analyse data to identify trends, areas of improvement and cost savings. Report findings to departmental managers and HR business partner for necessary action.

Complete the daily logs for absence, ensuring the correct absence reporting procedure has been followed and systems are updated accordingly.

Ensure that Kronos is maintained, producing detail as required on long term sickness, short term sickness and unauthorised absence.

Ensure supervisors and managers adhere to the absence process and support by calculating lost time rates, conduct investigations as necessary i.e. unauthorised absence, inappropriate timekeeping, progressing through the PeopleCentre where further action is required.

Analyse absence information, reporting on non-compliance, patterns, trends and escalate where appropriate.

Promote employee wellbeing initiatives as directed by the employee engagement committee.

## Key Performance Indicators (KPIs)

Demonstrable reduction in sickness absence levels (target to be agreed)

Accurate and compliant maintenance of Kronos system.

Sickness information up to date and communicated effectively.

Daily maintenance and analysis of exceptions relating to sickness absence or unauthorised leave.

Changes are processed accurately and efficiently in both Kronos and payroll system.

## Dimensions

<b>Financial</b>	■ N/A
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## Skills, Knowledge and Experience

### Essential

Worked within a busy operational target driven environment

3 years management experience that includes managing employee absences

Experience in holding difficult conversations and chairing disciplinary meetings

Pro-active approach to compliance and a can do attitude.

Excellent interpersonal and communication skills with the ability to relate to all levels within Sodexo.

Positive approach to learning in role and identifying own training needs as appropriate.

Excellent time management and organisational skills to deliver effective service in a demanding environment with the ability to work to tight deadlines.

Comfortable challenging common practice and highlighting non-compliance

Excellent excel skills and report building

### Desirable

CIPD level 5 qualification or willingness to work towards

## Contextual or other information

This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.

The post holder is an ambassador for Sodexo Healthcare, and his/her actions and conduct will be judged as an indication of the quality of the service provided by the Company as a whole.

During the course of your duties you may have access to confidential information, which must not be divulged to an unauthorised person at any time.

Flexibility approach to hours, especially around busy periods is required where pre planned evening or weekend working may be required and flexibility to travel for training and support of other sites may be required

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