

JOB SUMMARY

Post Title	Occupational Health Advisor						
Job Family	<i>Business Support</i>	Pay Range	<i>10</i>	Line Manager to others?	No	Role profile ref	<i>BS10</i>
Service Area	Human Resources						
Line Manager	HR Lead						
Location	County Hall, Newport						

Job Purpose Assist in the delivery of a high quality, consistent and effective clinical lead occupational health service for the council and island schools. Assist in promoting and maintaining a good health & wellbeing climate within the workplace			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) Review, develop and implement occupational health policies, practices aligned to organisational needs, in conjunction with human resources, health and safety colleagues and wider stakeholders. Assist in the development of the occupational health/health & wellbeing intranet. Triage management referrals, scheduling occupational health advisor clinics. Manage own case load of occupational health referrals, face to face, telephone and paper based. Work in partnership with the external Occupational health provider to ensure the effective delivery of the occupational health service. Provide advice and guidance to managers on interventions and adjustments to support the management of health conditions within the workplace. Provide specialist occupational health advice on general medical matters within the broad sphere of employment including the applicability of the Equality Act. Prepare reports and maintain accurate health records as per professional guidelines and Council policies Attend meetings and case conferences to provide expert advice on occupational health matters Developing health screening programmes. Co-ordinate and deliver health surveillance (e.g. audiometry, HAVS, skin surveillance, night workers) and immunisation programmes (e.g. flu vaccinations) within the workplace. Design and deliver promotions, presentations and training sessions on employee health and wellbeing, stress awareness and management of sickness absence. To ensure that own professional development is maintained in line with Nursing and Midwifery Council requirements.			
Knowledge, Skills and Experience			
Role Profile requirements	Job specific examples. (if blank refer to left hand columns)	Essential	Desirable
Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge.	Relevant experience of working within an occupational health clinical setting. Occupational health case management experience.	*	
Good knowledge of other areas of the authority relevant to the service.	Good knowledge of issues relevant to working in a local authority setting		*
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	Authoritative knowledge of occupational health policies, procedures and best practice	*	

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Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	Excellent interpersonal and influencing skills across different audiences. Build and maintain effective relationships with internal and external stakeholders. Ability to gain respect and confidence of professional and management colleagues	*	
Good literacy, numeracy and report writing skills. High level of technical expertise in analysis and interpretation of information.	Ability to compose clear reports, correspondence and other documentation. Excellent attention to detail.	*	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved.	Proven ability to prioritise and co-ordinate and workloads, monitor and evaluate work, to ensure standards, outcomes and deadlines are achieved	*	
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Excellent working knowledge of microsoft products. Ensure medical record keeping adheres to best practice standards.	*	
Experience of contributing to project delivery as part of a team.	Development and promotion on a range of health & wellbeing initiatives	*	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	Registered Nurse (General or Mental Health)	*	
Relevant professional / vocational qualification.	Degree/Diploma in occupational health or equivalent recognised qualification.	*	
Professional registration may be required.	Current registration with the Nursing Midwifery Council (NMC), part 1 level 1 Occupational Health on part 3 of the NMC	*	*
Other Requirements			
Must be resilient in coping with complex and sensitive people issues			
Demonstrable ongoing professional development.			