



Coventry City Council

## Job Description

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|-------------------|---------------------------------------------------|--------------------|---|
| <b>Job Title:</b> | Occupational Health Advisor                       | <b>Job Number:</b> |   |
| <b>Service:</b>   | Occupational Health, Safety and Wellbeing Service | <b>Grade:</b>      | 7 |
| <b>Location:</b>  | 3 City Arcade                                     |                    |   |

### Job Purpose:

To support the Occupational Health, Safety and Wellbeing Service Manager in the development and delivery of a professional occupational health and wellbeing service to the City Council and external customers. To provide a range of occupational health services to all departments of the City Council and external customers. To providing professional advice and expertise on health-related matters, with particular emphasis on the effects of work on health and health on work.

### Main Duties and Responsibilities:

To deal with all aspects of the Services work to meet client needs and performance standards.

Advise employers, managers, human resources and employees on ways to promote and maintain a healthy working environment, helping to protect the health of employees whilst at work.

To undertake environment visits to determine occupational health needs by reviewing working practices and risk assessment.

Advise on health-related hazards and risks, whether physical, chemical, biological or psychological.

Assist in the development and review of policies and procedures relating to occupational health issues, i.e. infectious diseases, mental wellbeing.

Undertake assessments of health, including pre-employment health assessments, sickness absence referrals and statutory screening.

To manage a clinical caseload to meet the demands of the service in accordance with NMC Guidelines and FOM Guidelines.

Co-ordinate and administer health surveillance and health protection programmes, e.g. vision screening, vaccinations, health screening, for those employees considered to be at risk.

Provide effective support to enable managers to manage health in the workplace, including discussion and case conferences

Establish rapport and trust with employees to ensure an effective service provision, ensuring confidentiality is maintained.

Develop and maintain sound working relationships and a network of professional support, including GPs, medical and nursing staff within the hospital service and the community, and, where appropriate, obtain reports from other professionals with the individual's consent.

To communicate with management, HR and other health professionals, both verbally and in writing, as appropriate, in accordance with NMC and FOM Guidelines.

Prepare reports giving advice, guidance and making recommendations to managers to enable the effective management of health at work, including rehabilitation, reasonable adjustments and redeployment.

Deliver health related training as required.

Support managers and employees with the provision and maintenance of the legal requirements for First Aid at Work, including appropriate first aid training as required.

Support health promotion programmes including health checks, targeted interventions and wellbeing events to improve the overall health of employees.

Administer medicines and drugs as required.

To take lead responsibility for specified Council departments acting as liaison regarding customer satisfaction and contributing to local policies and procedures, where required.

To undertake specific project work, including research, under the direction of the Clinical Manager.

To assist in preparing and maintaining service level agreements with departments according to the outcome of the needs assessment, where required.

To work with the administration team to develop systems which support the clinical workload.

Review, develop and maintain confidential health records and filing systems, including appropriately password protected computer-based programmes.

Maintain the professional and ethical standards of the nursing profession at all times and undertake training which meets the requirements of the Unit and ensures continuing professional development. This includes becoming competent in the use of IT systems

To provide services to other organisations outside the City Council as required

Support and when necessary represent the Occupational Health, Safety and Wellbeing Service Manager at meetings and in liaison with other Council officers.

Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Occupational Health and Wellbeing Team Leader

**Date Reviewed:**

**Updated:** November 2020



Coventry City Council

## Person Specification

|                   |                             |                    |   |
|-------------------|-----------------------------|--------------------|---|
| <b>Job Title:</b> | Occupational Health Advisor | <b>Job Number:</b> |   |
| <b>Service:</b>   | Occupational Health         | <b>Grade:</b>      | 7 |
| <b>Location:</b>  | Christchurch House Annexe   |                    |   |

| Area | Description |
|------|-------------|
|------|-------------|

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|-------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge:</b> | <ul style="list-style-type: none"><li>A thorough understanding of occupational health and relevant legislation.</li></ul> |
|                   | <ul style="list-style-type: none"><li>The principles of health and safety and ergonomics.</li></ul>                       |
|                   | <ul style="list-style-type: none"><li>Effective occupational health management systems.</li></ul>                         |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>Ability to integrate into a progressive business unit of experienced health professionals.</li></ul>                                                                    |
|                              | <ul style="list-style-type: none"><li>Able to influence and communicate effectively, both verbally and written, with management and employees at all levels within the organisation and externally.</li></ul> |
|                              | <ul style="list-style-type: none"><li>Able to effectively plan and organised work to agreed deadlines, prioritising to meet competing demands.</li></ul>                                                      |
|                              | <ul style="list-style-type: none"><li>Able to interpret and implement appropriate legislation.</li></ul>                                                                                                      |
|                              | <ul style="list-style-type: none"><li>Able to identify, develop and deliver training requirements.</li></ul>                                                                                                  |
|                              | <ul style="list-style-type: none"><li>Able to monitor and evaluate the application of policies and procedures to ensure the provision of an effective service.</li></ul>                                      |
|                              | <ul style="list-style-type: none"><li>Able to interpret health information, evaluate in the context of work requirements and provide sound professional advice and support.</li></ul>                         |
|                              | <ul style="list-style-type: none"><li>Analytical and evaluation skills to recognise trends in statistical data in relation to improving the occupational health provision.</li></ul>                          |
|                              | <ul style="list-style-type: none"><li>Able to anticipate developments in occupational health and use this knowledge to contribute to business development.</li></ul>                                          |

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| <b>Experience:</b> | <ul style="list-style-type: none"><li>Post-qualification experience in occupational health nursing. Working as an occupational health professional within an established Occupational Health Unit, providing support and advice to all levels of the organisation.</li></ul> |
|                    | <ul style="list-style-type: none"><li>Maintaining ethical standards.</li></ul>                                                                                                                                                                                               |
|                    | <ul style="list-style-type: none"><li>Contributing to the development and implementation of policy initiatives.</li></ul>                                                                                                                                                    |
|                    | <ul style="list-style-type: none"><li>Audit of occupational health management systems.</li></ul>                                                                                                                                                                             |

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| <b>Educational:</b> | <ul style="list-style-type: none"><li>NMC Registered</li></ul> |
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Coventry City Council

Human Resources

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|--|-----------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Occupational Health Qualification to diploma or degree level.</li></ul> |
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| <b>Special Requirements:</b> | <ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul> |
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**Date Reviewed:**

**Updated:** November 2020