



Coventry City Council

Job Description

Job Title:	Occupational Health Adviser (level 1)	Job No:	
Service:	Human Resources	Grade:	6
Location:	Coventry		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support the Occupational Health and Counselling Service Manager in the development and delivery of a professional occupational health service to the City Council and external customers. To provide a range of occupational health services as instructed. To providing professional advice and support on health related matters in area of specialist expertise.

Main Duties and Responsibilities:

1.0 DUTIES AND RESPONSIBILITIES

- 1.1 To deal with specific aspects of the unit's work to meet client needs and performance standards.
- 1.2 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.
- 1.3 Advise on health related hazards around physical and biological risk
- 1.4 Assist in the development and review of policies and procedures relating to occupational health issues, i.e. health promotion, infectious diseases.
- 1.5 Undertake assessments of health, including pre-employment health assessments and statutory screening.
- 1.6 To manage a clinical programme to meet the demands of the service in accordance with NMC Guidelines and FOM Guidelines.
- 1.7 To administer health surveillance and health protection programmes, e.g. vision screening, vaccinations, health screening, for those employees considered to be at risk.
- 1.8 Provide effective support to enable managers to manage health in the workplace.

- 1.9 Establish rapport and trust with employees to ensure an effective service provision, ensuring confidentiality is maintained.
 - 1.10 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.
 - 1.11 To communicate with management, HR and other health professionals, both verbally and in writing, as appropriate, in accordance with NMC and FOM Guidelines.
 - 1.12 To facilitate a range of other services eg: ergonomic assessment, counselling.
 - 1.13 Deliver health related training as required.
 - 1.14 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.
 - 1.15 Provide a health promotion programme including health checks, targeted interventions and wellbeing events to improve the overall health of employees.
 - 1.16 Administer medicines as required.
 - 1.17 To provide professional support to all members of the clinical team.
 - 1.18 To work with the administration team to develop systems which support the clinical workload.
 - 1.19 Review, develop and maintain confidential health records and filing systems, including appropriately password protected computer based programmes.
 - 1.20 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 confident in the use of IT systems
 - 1.21 To provide services to other organisations outside the City Council as required
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Any other duties and responsibilities within the range of the salary grade.

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 Workforce Diversity and Inclusion Policy

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

Responsible for: N/A

Responsible to: Senior Occupational Health Adviser

Date Reviewed: October 2022

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Coventry City Council

Person Specification

Job Title:	Occupational Health Adviser (level 1)	Job Number:	
Service:	Human Resources	Grade:	6
Location:	Coventry		

Area	Description
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Knowledge:	<ul style="list-style-type: none">An understanding of occupational health and health promotionThe principles of health and safety and ergonomics.
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Skills and Abilities	<ul style="list-style-type: none">Able to work in a team environment but also on own initiative with the minimum of supervisionTechnical skills: audiometry, spirometry, HAVS screening (or willingness to undertake training)Able to prioritise own workload and manage time effectivelyAble to monitor and evaluate the application of procedures to ensure the provision of an effective service.Able to interpret health information, evaluate in the context of work requirements and provide sound professional advice and supportAnalytical and evaluation skills to recognise trends in statistical data in relation to improving the occupational health provision.Basic computer literacy skillsAble to deliver training requirements
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Experience:	<ul style="list-style-type: none">Working as an occupational health professional within an established occupational health unit, providing support and advice to all levels of the organisationMaintaining ethical standardsContributing to the development and implementation of policy initiatives
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Educational:	<ul style="list-style-type: none">Registered General NurseAdditional qualifications in health promotion and health screening
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Special Requirements:	<ul style="list-style-type: none">This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed:

Updated: