



Coventry City Council

Job Description

Post:	Health and Well-Being Nurse	Job Number:	SP1115D
Service:	Occupational Health, Safety and Wellbeing Service.	Post Number:	
Location:	Citywide	Grade:	6

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 Health and Well-Being work led by the Occupational Health, Safety and Wellbeing Service to develop and deliver a professional occupational health and wellbeing service to Coventry City Council employees. Working across the Council you will provide professional advice and expertise relating to employee health and well-being at work to increase engagement, knowledge, provision and participation in health and well-being activities/options.

Main Duties and Responsibilities:

- Working in partnership with managers and employees on ways to promote and maintain a healthy working environment, helping to protect the health of employees whilst at work in conjunction with line management, human resources and health and safety advisors.
- To be a member of the Health and Well-Being Group providing professional advice and support.
- To assist the organisation to continue to develop and improve its health and well-being support.
- Develop creative options and solutions in engaging in promotion and engagement of health and well-being
- Assist in the development and review of policies and procedures relating to healthy lifestyle issues.
- Advise on health-related issues, lifestyle and wellbeing, both physical and psychological.
- Review, develop and maintain confidential recording and filing systems, using appropriate facilities, e.g. computer-based programmes.
- Prepare reports giving advice, guidance and making recommendations to individual and managers as appropriate.
- Co-ordinate and administer health checks and health protection programmes, e.g. vision screening, vaccinations, health screening, for those employees considered to be at risk.
- Undertake statutory health surveillance, where necessary, prior to referral to the Medical Officer.
- Advise and support employers on the provision of first aid services. Support appropriate first aid training as required.
- Establish a network of professional support to facilitate liaison on occupational health issues both internally and external.
- Establish rapport and trust with employees to ensure an effective service provision/delivery and ensuring confidentiality as appropriate.

- Develop and maintain sound working relationships with 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.
- Provide health education and training, aimed at improving the overall health of employees.
- Maintain the professional and ethical standards of the nursing profession at all times.
- Administer medicines and drugs as required.
- 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:

Responsible to: Occupational Health, Safety and Wellbeing Manager

Date Reviewed: February 2021

Updated: February 2021



Coventry City Council

Person Specification

Post:	Health and Well-Being Nurse	Job Number:	P1115D
Service:	Occupational Health, Safety and Wellbeing Service	Post Number:	
Location:	Citywide	Grade:	6

Area	Description
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Knowledge:	<ul style="list-style-type: none">A thorough understanding of physical and psychological health in relation to the workplace, plus relevant legislation.The principles of health and safety
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Skills and Abilities:	<ul style="list-style-type: none">Ability/practical experience of developing healthy lifestyle options and their promotion/engagement.Able to influence and communicate effectively, both verbally and written, with managers and employees at all levels within the organisation and externally.Able to effectively plan and organised work to agreed deadlines, prioritising to meet competing demands.Able to interpret and implement appropriate legislation.Able to identify, develop and deliver training requirements.Able to monitor and evaluate the application of policies and 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 support.Analytical and evaluation skills to recognise trends in statistical data in relation to improving health and well-being and/or assessing impact of interventions.
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Experience:	<ul style="list-style-type: none">Working as a health professional providing competent support and advice to employees and managers.Maintaining ethical standards.Contributing to the development and implementation of policy initiatives.
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Educational:	<ul style="list-style-type: none">Registered General Nurse with additional qualifications in health and wellbeing.
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Special Requirements:	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).
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