

## OCCUPATIONAL HEALTH ADVISER

Job Ref: REQ180018

### Job Description

**Job Grade:** Management & Specialist, Grade 7

### Job Purpose

To manage and develop the Occupational Health Service within Loughborough University. The post holder will liaise with colleagues within HR and the Health and Safety Department, to help ensure compliance with best practice standards and statutory requirements, in relation to occupational health and safety.

### Job Duties

- Advise managers and HR Partners on Occupational Health matters.
- Contribute to the development of University Occupational Health policies and contribute, as appropriate, to associated Health and Safety or HR policies and procedures.
- Identify the Occupational Health considerations of jobs within Loughborough University and provide appropriate advice and guidance.
- Plan and implement all necessary health surveillance and/or fitness for work assessments.
- Deliver services using appropriate models of occupational health nursing, including referral to the Occupational Health Physician, as appropriate.
- Undertake health assessment of new employees; provide advice on their placement and make recommendations regarding necessary adjustments if required.
- Assist in monitoring and management of sickness absence, identifying trends in ill health/sickness absence.
- Undertake health assessment of employees when requested e.g. in relation to sickness absence and provide reports to managers/HR.
- Undertake workplace visits and assessments as required.
- Provide confidential advice to employees on health matters relating to their working capacity.
- Advise on immunisation requirements e.g. for employees potentially exposed to hepatitis B or other biological agents; and in connection with University work within NHS environments.
- Submit reports and attend the University Health, Safety and Environment Committee when required.
- Maintain accurate and confidential occupational health records in accordance with appropriate legislation (including GDPR (General Data Protection Regulation) and relevant health and safety legislation).
- Contribute to the risk assessment and risk management process in relation to Occupational Health issues.
- Be pro-active in the prevention of ill health for Loughborough University staff, including wellbeing initiatives, where appropriate.
- Plan and deliver training on specific occupational health/health and safety topics, as required.

- Contribute to health and safety audits, as required.
- Liaise, as appropriate, with the Occupational Health physician, GPs and other health professionals, as required; and with other disciplines within the University, such as HR, health and safety and counselling.
- Undertake appropriate income generation and consultancy, as approved by DHR.
- Maintain personal and professional development.
- Other duties not specified above commensurate with the post.

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

**Responsible to:** Occupational Health Manager

**Liaison with:** OH Physician, HR Advisers, Managers, Health and Safety managers, staff and external organisations, as appropriate.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
<b>Experience</b>	Proven experience of working in an Occupational Health environment as a practitioner.	1,3
	Experience of working independently.	1,3
	Experience in sickness absence management.	1,3
	Experience of writing management reports	1,3
<b>Skills and Abilities</b>	An excellent standard of written and spoken English.	1,3
	Confidence in dealing with a wide variety of people.	1,3
	Ability to develop excellent working relationships with a wide variety of people.	1,3
	An understanding of confidentiality issues as they affect the Occupational Health profession.	1,3
	Ability to work unsupervised and make independent professional judgements.	1,3
	Ability to manage cases where conflicting needs exist and to balance these effectively whilst maintaining good working relationships with all parties.	1,3
	Ability to write management reports.	1,3
	Good IT skills, including competence in Microsoft Word, Microsoft Excel and Microsoft Outlooks.	1,3
	Presentation and training skills.	1,3
	Evidence of commitment to continuing Professional Development.	1,3
<b>Qualifications</b>	Registered nurse (Level One, Adult).	1 plus check with NMC
	OH diploma or degree.	1

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	OH experience in an NHS or Higher Education environment.	1,3
<b>Skills and Abilities</b>	Ability to use the iTrent HR system.	1,3
	Competence in using Microsoft Access and Microsoft PowerPoint.	1,3
	Expertise in immunisation, mantoux testing etc.	1,3
	Other area of specialist OH expertise e.g. CBT, health surveillance, travel health, ergonomics.	1,3

<b>Qualifications</b>	Registration with the NMC as a Specialist Community Public Health nurse	1 plus check with NMC
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## Conditions of Service

The position is full-time and open-ended. Salary will be on Management and Specialist Grade 7, £39,992 to £47,722 per annum, subject to an annual pay award, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries are welcome by the Occupational Health Manager, Karen Shields, on +44 (0)1509 222852 or by email at: [K.Shields@lboro.ac.uk](mailto:K.Shields@lboro.ac.uk).

## Applications

The closing date for receipt of applications is **11 March 2018**. **The interview date is to be confirmed.**