

Occupational Health and Wellbeing Adviser

Job Ref: REQ240934

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

A high quality, well respected Occupational Health and Wellbeing department with an evidence based, proactive approach to health. The Occupational Health and Wellbeing team offer an essential and valuable service, with a strong emphasis on wellbeing, to the employees at Loughborough University.

Dealing with employees from all departments and schools our team work to ensure the workforce are fit and well to carry out their duties. Employees work in a large variety of roles including Lecturers, Administration Staff, Researchers, Technicians, Gardening, Domestic Staff, Kitchen Staff - resulting in a huge variety of Occupational Health delivery and experience.

We work closely with Human Resources and Health and Safety.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

The post holder will work as part of a small and busy Occupational Health and Wellbeing team to deliver a high level of support to University staff.

We are looking for a dynamic OHA who wants to be part of our team. You will bring enthusiasm and a genuine interest in collaborating with a wide range of people in delivering a world class service. Delivering services from our brand new offices, you will get the opportunity to be fully involved with the health and wellbeing of employees from across the Loughborough community.

Reporting into the Occupational Health and Wellbeing Manager the ideal candidate will have experience of delivering the full provision of Occupational Health and Wellbeing. You will have an understanding and experience of the value of evidence-based decision making and will be able to support the planning of initiatives and services to support employees. Being creative with excellent organisational, communication and delivery skills are key to achieving this.

Job Duties

Clinical Excellence

- Make recommendations for the rehabilitation and resettlement of staff returning to work following accidents or prolonged illness and provide advice on the special needs or adaptations required for the workplace.
- Interpret and analyse medical conditions and sensitive information in a non-judgemental manner and be accountable for recommendations and outcomes. This may include but is not limited to:

- Work health new employment screening
 - Health surveillance
 - Management Referrals
 - Confidential informal counselling - this may involve dealing with highly sensitive or distressing information – with referral to the external formal counselling service
 - Rehabilitation at work advice
 - Drivers' medicals
 - Screening of students (Fitness to teach)
 - Vaccination and immunisation programmes
 - Venepuncture
- Support mental ill health issues in the workplace providing informal support as appropriate and referrals to other agencies.
 - In conjunction with other members of the team, ensure the provision and management of a comprehensive occupational health programme for all staff ensuring that the occupational health needs of the University are met.
 - Ensure all clinical practices are ethical, appropriate and evidence based.
 - To assist in preventive strategies to promote a safe and healthy working environment.
 - Support the work of the department by assisting in innovation; utilising IT packages to eliminate the use of paper processes in the department.
 - Advise heads of departments and managers on occupational health and wellbeing matters as necessary.
 - Support junior clinical staff and the administration team on a day-to-day basis to ensure effective and efficient service provision.
 - Support and deliver the health and wellbeing framework initiatives across campus.
 - Contribute to the health surveillance and care of specialised work groups e.g. those who are exposed to respiratory sensitisers.
 - On a regular basis participate in and initiate internal clinical audits as required.
 - As required represent the Occupational Health and Wellbeing Department on various committees, in the absence of senior staff.
 - Able to deputise in the absence of the Occupational Health and Wellbeing Manager.

Professional Responsibilities

- Support the work of the department by providing efficient and effective clinical services and support with the best possible care and the values of the University.
- Keep complete health records for clients that provide an accurate account of advice, decisions made, care delivery and information shared as required by the NMC Code of professional conduct and statutory requirements.
- Typing of reports and correspondence as required, creation and maintenance of spreadsheets, creation and delivery of presentations.

Other Information

- May be required to carry out other relevant duties as required.
- Will be expected to aspire to the values of the University in their day-to-day work and behaviours in order to support the University in achieving its vision in line with the People Strategy.
- Will make themselves familiar with, and adhere to, at all times, the policies and procedures of the University, and their area of work.
- Will be expected to undertake training, including mandatory and role specific training, relevant to their role and ensure it is renewed as required.

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

Reports to the Occupational Health and Wellbeing Manager.

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
Experience	Experience of working in an Occupational Health setting	1, 3
	Previous experience of Occupational Health case management, fitness to work assessments and clinical assessments	1, 3
	Current knowledge and skills for health surveillance and immunisations/venepuncture and audiometry	1, 3
	Knowledge and use of OH specific IT systems	1, 3
Skills and abilities	Ability to work on own initiative without close supervision while recognising when issues may need to be escalated	1, 2, 3
	Ability to work as part of a team, and to lead and coordinate others where appropriate	1, 3
	Strong administrative capability and effective time management skills and the ability to prioritise	1, 2, 3
	Able to display tact and diplomacy, maintain confidentiality at all times	1, 3
	Analysing case notes and writing detailed reports for senior staff	1, 2, 3
	Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available	1, 3
	A genuine interest in wellbeing	1, 3
	Excellent interpersonal skills Excellent verbal & written skills to a corporate standard Approachable/positive attitude Enthusiastic/team player Hardworking / reliable Able to use computer whilst assessing clients Able to adapt to change Forward thinking innovative approach to services	
	Ability to assess and review mental ill health issues with onward referral to other agencies An understanding of audit and quality assurance initiatives Excellent organisational skills Able to supervise junior clinical and administrative staff	
	A good level of computer/ Microsoft literacy	
Training	Willingness to undertake training as required	3
Qualifications	RGN qualified (Registered General Nurse)	1
	Occupational Health Nurse qualification or equivalent experience with transferrable skills/qualifications	1

	2 years minimum occupational health experience Venepuncture/immunisation training	
Other	Current NMC registration	1
	A commitment to the University's Equal Opportunities policies	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1, 3
	Qualified to perform HAV's assessments	1, 3
Qualifications	Counselling course	
	NEBOSH Certificate	

Conditions of Service

The position is OPEN-ENDED and applications will be considered on a FULL TIME or PART TIME basis with a minimum of 2 days per week (0.4 FTE). Salary will be on Management and Specialist Grade 6, £34,866 to £45,163 per annum pro-rata per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 6 AND ABOVE, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/>