

Head of Occupational Health and Wellbeing

Job Ref: REQ260247

Department Summary

Loughborough University has an ambition to deliver exemplar occupational health and wellbeing services that supports staff from across both campuses. In doing so this role would lead a team of well trained, skilled and motivated practitioners that care for staff, provides professional advice to managers and assurance and oversight of the service to the University.

This post will lead on the institutional commitment through the University Health and Wellbeing strategic aims to deliver a proactive culture of wellbeing and Occupational Health to the employees of Loughborough University. The role will advise and collaborate with stakeholders across the University and externally, to ensure our employee experience is inclusive and equitable, considering the health needs of the population. The role will provide senior leadership and support to the department providing stability to the teams with good governance and leadership.

Job Description

Job Family and Grade: Grade 8 Management and Specialist job family

Job Purpose

To develop and deliver a fit for purpose Occupational Health and Wellbeing service for the University. This will include :-

- Ensuring that the Health and Wellbeing strategy remains fit for purpose and aligns to strategic people & culture priorities
- Ensuring that the Occupational Health team operate to appropriate clinical standards and that services match business needs
- To ensure that the University is prepared to deal with emerging trends e.g. growth in musculoskeletal and mental health cases
- Ensuring that suitable provision is in place at both a University and a school and service level.

Job Duties

- To support the ongoing strategic development and implementation of the University's wellbeing strategy and frameworks contributing to a vision that defines the University's approach to Health and Wellbeing as part of a broader People & Culture offer
- Review the health needs of the University and emerging trends and ensure that the Occupational Health offer is and remains suitable
- Provide data analysis to Schools and departments to signal trends and benchmark with the wider University and external sectors
- Collaborate with HR, Health and Safety, Organisational Development and Equity, Diversity & Inclusion Teams, as well as senior leadership to embed health and wellbeing programs that support employee engagement
- Recommend and where appropriate deliver proactive and reactive health and wellbeing interventions

- To lead a high performing occupational health service, ensuring the delivery of an efficient and effective provision for staff
- Advise on all aspects of occupational health and wellbeing in accordance with evidence-based outcomes and best practice
- Act as Occupational Health and Wellbeing subject matter expert across the University
- To be an active participant of the Health, Safety and Wellbeing Directorate, Senior Leadership Team and to provide day to day leadership for the OH & Wellbeing team.

Deliver directly Occupational Health services:

- In collaboration with the Director of Health, Safety and Wellbeing and the Director of HR, define, select and monitor the services standards required from outsourced providers.
- Provide functional leadership and input into the staffing policy within the specialism
- Manage the Occupational Health and Wellbeing team.
- Define standards and expectations of outsourced providers in line with current best practice.
- Explore options for best practice from all employment settings and deliver evidence based solutions
- Ensure that Occupational Health reports delivered to managers are clear and provide evidence-based opinion identifying actions that may be taken to resolve issues identified
- Define the software needs and data architecture of the Occupational Health Service and utilise the data produced to inform and improve
- Report to HSE committee and Senior Leadership Team on wellbeing trends and concerns along with providing potential solutions.
- Tender for ongoing services such as EAP, Physician provision and wellbeing services.
- Monitor the delivery of the Occupational Health services to ensure that they comply with good clinical practice
- Implement systems to ensure all staff delivering occupational health services have appropriate training, registration or licensing to provide such services.
- Devise, prepare and coordinate and deliver a high-quality health surveillance programme (in conjunction with appropriate service providers) across the University.
- Advise on processes for the active management of short- and long-term absence
- Develop and implement policies, clinical standards, processes and procedures with the aim of delivering best practice Occupational Health support
- Monitor, manage and maintain oversight of sickness cases which may have potential for wider spread e.g. TB, Meningitis, liaising with Public Health England and acting as necessary to minimise spread and risk to the University and to ensure compliance with reporting requirements

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 outlined in the document.

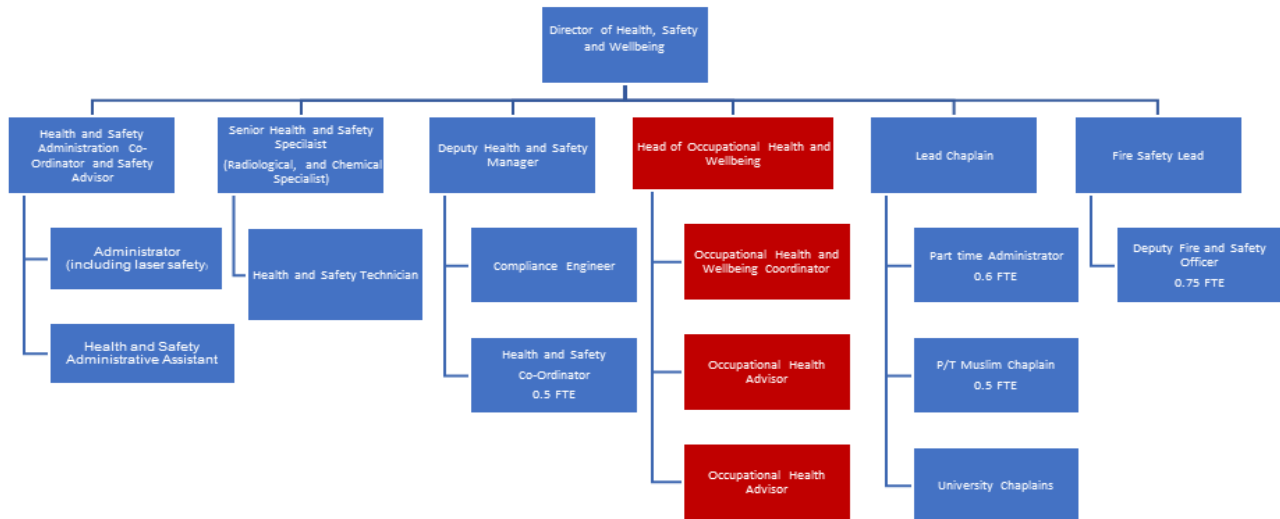
Organisational Responsibility

Reports to the: Director of Health, Safety and Wellbeing

Direct Reports: Occupational Health Advisors (2) and Occupational Health Co-ordinator

Budget Responsibilities: £250,000 +

Structure Chart:



Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous experience of developing and delivering a health and wellbeing strategy	1,3
	Previous experience of leading the delivery of an Occupational Health Service in a complex organisation	1,3
	Experience of working with senior stakeholders to further understanding and engagement with the Occupational Health and Wellbeing Service	1,3
	Experience in developing solutions at a school or department level	1,3
	Experience of delivering services within a quality assurance and governance framework preparing for and working with accreditation processes (i.e. SEQOHS)	1,3
	Sound knowledge of current legislation, relating to occupational health and clinical practice	1,3
	Experience of leading a team of health professionals with evidence of team building and collaborative leadership	1,3
Skills and abilities	Ability to influence at a senior level	3
	Flexible and approachable with experience of dealing with clients at all levels and being adaptable to service needs and changes	3

	Strong planning and organising skills, with the ability to set objectives, prioritise and provide sound judgement and decision making	3
	Excellent interpersonal skills and the ability to build relationships and positively influence and engage others	3
	Ability to use IT software with knowledge of MS Office, data collation and analysis and statistical analysis	1,3
	Demonstrate good communication skills, to provide clear reports and responses to management requests	3
	Capable of providing and interpreting data to support management decisions	1,3
Training	Appropriate professional registration	1
Qualifications	Specialist professional qualification (Degree level or equivalent) e.g. BSc in Occupational Health Practice	1
Other	NMC registered	1
	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Previous experience of working in a higher education setting	1,3
	Previous experience of working as part of a leadership team	1,3
Qualifications	Management qualification	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.