West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Occupational Health Advisor.**

**Grade: Fire Service Grade 7 plus market supplement (reviewed annually).**

**Responsible To: Senior Occupational Health Advisor (SOHA).**

**Purpose Of Post: To assist the SOHA in providing a comprehensive Occupational Health service including sickness absence management, health surveillance and medical screening to both prospective and Authority employees.**

# Organisational chart

# Main duties and responsibilities of the role.

1. Carry out health surveillance and medicals in line with current legislation.
2. Undertake pre-employment assessments and medical screening.
3. Assist with sickness absence management, both physical and mental health.
4. Provide health and wellbeing advice to all employees.
5. Undertake health promotion to both individuals and the wider organisation.
6. Administrative duties commensurate to the post.
7. Miscellaneous.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory StandardDisclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application,’ will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Demonstrate experience of performing relevant clinical tasks appropriate to the Occupational Health Advisor Role (e.g. medicals, sickness absence, health screening). | Essential. | Application & Selection Process. |
|  | Experience of working ideally within an Occupation Health setting or similar clinical practice. | Desirable. | Application & Selection Process. |
|  | Ability to work as part of a team as well as carry out unsupervised clinical work. | Essential. | Application & Selection Process. |
|  | Demonstrate experience of mental health interventions with employees e.g. sickness absence advice, guidance to managers, signposting staff. | Desirable. | Application & Selection Process. |
|  | Demonstrate experience of running health promotion champaigns. | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Hold a current Registered General Nurse qualification. | Essential. | Application. |
|  | Hold a recognised Occupational Health Nursing qualification e.g. Certificate/Diploma/Degree. | Desirable. | Application. |
|  | Be a member of the Nursing & Midwifery council. | Essential. | Application. |
|  | Hold a relevant qualification in HAVS, Audiometry and Spirometry. | Desirable. | Application & Selection Process. |
|  | Venipuncture and Immunisation skills. | Desirable. | Application & Selection Process. |
|  | Hold and continue to hold a current First Aid at Work certificate. | Desirable. | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Ability to maintain, and understanding of the importance of confidentiality (both verbal and written) in line with legislation and the nursing code of conduct | Essential. | Application & Selection Process. |
|  | Ability to maintain accurate records and commitment to good quality data within all areas of the role. | Essential. | Application & Selection Process. |
|  | Possession of good interpersonal and organisational skills. | Essential. | Application & Selection Process. |
|  | Ability to work on own initiative and able to plan and prioritise own workload. | Essential. | Application & Selection Process. |
|  | Proficient in the use of IT applications including Microsoft Office, Teams, and Outlook. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence. | Essential. | Application & Selection Process. |

Tasks including, but not limited to:

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| --- | --- |
| Maintaining Confidentiality. | Maintain the confidential medical information obtained by the post holder and the wider department in all its forms (verbal or written) in line with medical ethical standards and GDPR. |
| Obtaining and preparing documentation. | Obtain and prepare the various types of documents needed to carry out the routine work of the OHU.  Liaise verbally and in writing with GP Practices, hospital departments, and private health care providers to provide and obtain the appropriate information and documentation required to carry out the role.  Initiate referral to outside agencies in line with Authority procedure e.g. Physiotherapy, Opticians, Counselling service.  Prepare the necessary paperwork and records for various medical processes to be undertaken e.g.:   * Pre-employment assessments/medicals. * Sickness absence - records and reports. * Management referral - records and reports. * Routine health screening/health surveillance. |
| IT Duties. | Maintain the clinical records within the OHU IT data base to help maintain accurate and up to date records, including running reports to inform the department’s needs.  Update and maintain all other OHU IT data sources (e.g. spreadsheets, lists and other internal systems).  Assist with maintaining the Occupational Health & Wellbeing internal webpage, to ensure it contains useful and up-to-date information on a range of health promotion and wellbeing topics. |
| Occupational Health Duties. | Carryout medical assessments in line with current legislation, NFCC Guideline and Authority policies and procedures e.g.:   * Pre-employment medicals/screening. * HAVS Assessments. * Health surveillance. * Health screening. * Sickness absence management.   Provide appropriate information and advice to the individual regarding their health and wellbeing (as part of the above and on an ad hoc basis when needed).  As appropriate, provide written occupational health reports to managers providing advice on employment related health matters including suitability for employment, fitness to work and possible adjustments/rehabilitation in line with appropriate informed consent.  Carryout immunisation/blood tests on Authority employees in line with Authority policy.  If available deal with/assist with any medical emergencies which occur on site and administer First Aid.  Act as a Practitioner and Coordinator for TRiM (Trauma Risk Management).  As part of the clinical team, provide clinical supervision to the Occupational Health Technician.  Deliver training to help wider organisational needs around Health and Wellbeing, including delivery of Level 1 Welfare Officer Training. |
| Health promotion. | Provide health promotion to individuals during routine appointments, in addition to running/promoting wider campaigns to support the department and wider organisation’s message regarding health and wellbeing. |
| Miscellaneous. | To demonstrate and uphold the service values and to promote the organisation in a positive manner.  Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.  Responsibility for ensuring any data produced in relation to the post is accurate and current.  Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.  Maintain up to date knowledge and skills through participation in training and development.  Undertake other appropriate duties as directed by the Senior Occupational Health Nurse and Authority Medical Advisor. |

Job Description last updated: **November 2024.**