

Support – Occupational Health

Job Family – Support

Grade: C	Department: People Services
Location: Headquarters	Security Vetting: RV
Role Specific Requirements/ Restrictions:	None
Role Specific Hazards:	Display Screen Equipment
System Access Requirements:	MyTrent Self Service, Tasking (DMS), Working Time Recording, External email

Brief Description of your job, its main purpose and major tasks:-

To provide a comprehensive administrative support service for the Occupational Health Unit.

Role Specific Tasks

1. To be responsible for filing and records management of medical and occupational health files, ensuring medical confidentiality is maintained and information is kept secure in line with relevant protocols.
2. To provide administrative support including taking minutes, dealing with correspondence and general typing.
3. Reception duties including meeting and greeting clients.
4. To transcribe reports recorded by medical staff.
5. To be responsible for scanning of employee health records.
6. To be responsible for destruction of employee health records after scanning.
7. To support clinical staff within the department with appointments and employee contact details and sending out reports if required..
8. To arrange appointments for employees to attend for assessments.

Role Generic Tasks

9. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
10. To undertake as directed the transactional activities and administrative tasks required.
11. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
12. To deal effectively with internal and external communication from staff and members of the public.
13. To ensure force systems are maintained and updated effectively in line with business processes.
14. To develop, maintain and ensure effective business processes.
15. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Selection Criteria to be evidenced on application is below:

Skills / Attainments [to be evidenced on application]	
Only evidence against these <u>FIVE</u> attainments on your application form	
	1. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	2. Must have effective keyboard inputting skills enabling effective inputting and retrieval of data (E)
	3. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)
	4. Must have previous experience of delivering high standards of service to internal and external customers (E)
	5. Must have effective written and oral communication skills (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Should have working knowledge of an Occupational health or medical environment. (D)
	2. Should have audio typing experience. (D)
	3. Must possess G.C.S.E's Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E)
	4. Must demonstrate a practical approach to problem solving (E)
	5. Must be prepared to successfully complete all training and assessment required of the role (E)

KEY: (E) – Essential / (D) – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.