

Occupational Health Adviser Job Family – Specialist

Grade: G/H [progression through bar dependant on being registered on Part 3 of the NMC Register]		Department: People Services
Location: Headquarters		Security Vetting: RV
Role Specific Requirements/ Restrictions:	Not Applicable	
Role Specific Hazards:	Manual Handling, Mental Health, Lone Working, Display Screen Equipment, Blood Borne Viruses, Sharps, Infection Control	
System Access Requirements:	My Trent Self Service, MyTrent Manager Self Service, Sickness Recording, Tasking (DMS), Trim, Working Time Recording, External email, OH Data Base, Online Health Questionnaires	

Role Profile:

To provide professional comprehensive Occupational Health advice to management and staff on all matters relating to the health, safety and well-being of members of the Force and ensuring compliance with relevant legislative requirements

Role Specific Tasks

1. Undertake sickness absence consultations for Police officers and Police Staff and formulate management reports and rehabilitation programmes.
2. Triage Occupational Health referrals for assignment to the Occupational Health Adviser (OHA), Force Medical Adviser (FMA), Force Physiotherapist or other specialist advisers.
3. Liaise with the Occupational Health Manager on all aspects of Occupational Health and keep updated with changes to national standards and legislation, impacting on the Police Service.
4. Consult with Managers and other relevant stakeholders to support case management and sickness absence.
5. Advise on reasonable adjustments and liaise with external support agencies such as Remploy.
6. To incorporate all aspects of Health & Safety at Work Legislation, disability provisions of the Equality Act, Working Time Regulations, Data Protection and other relevant legislation within their daily activities.
7. Identify, evaluate and control potential or actual hazards to health and safety in the workplace, to prevent ill health and accidents, in conjunction with the Health and Safety Adviser.
8. Identify, develop and evaluate well-being and health promotion initiatives in line with the Dyfed Powys Police Service health and wellbeing strategy
9. Deliver presentations and training sessions to promote health and wellbeing within the Force.
10. Ensure all equipment is managed and maintained to a high standard
11. Liaise with administration staff to ensure effective workload management.
12. Responsible for supervision and development of clinical staff as directed.
13. Oversee the provision and management of the vaccination, health promotion, medical screening and health surveillance programmes.

Role Generic Tasks

14. 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].
15. To deliver advice and guidance on complex issues to the point of resolution.
16. To be accountable for service delivery.
17. To lead projects as directed by Senior Managers.
18. To effectively utilise continuous improvement techniques to improve and develop services.
19. To be responsible for specific budgets as designated ensuring expenditure is monitored.
20. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), 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.

Skills / Attainments [to be evidenced on application]

Only evidence against these **FIVE** attainments on your application form

	1. Must be a registered nurse on part 1 of the NMC Register with a specialist qualification in Occupational Health (E)
	2. Must have significant post qualification experience in a clinical setting along with proven ability to practically apply medical knowledge and experience within a complex organisation with specialist requirements (E)
	3. Must have previous experience of undertaking sickness absence consultations and producing comprehensive management reports (E)
	4. Must be computer literate with good knowledge of Microsoft Word, Excel and PowerPoint (E)
	5. Must be able to evidence ability to work autonomously, making sound evidence based decisions (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process

	1. Must have sound knowledge of Occupational Health and Safety Legislation, including the Equality Act, Medical Records Act, Data Protection Act and Health and Safety at Work Act (E)
	2. Should be on Part 3 of the NMC Register (D) <i>(progression to salary scale H will only apply upon qualifying for part 3).</i>
	3. Should have experience of managing mental health in the workplace (D)
	4. Should have previous experience of running vaccination / health surveillance programmes. (D)
	5. Must have experience of effecting change to improve personal performance (E)
	6. Must show evidence of continuous professional development (E)
	7. Must have well developed written and oral communication skills, including delivering high quality presentations (E)
	8. Must have proven experience of advising and influencing others (E)
	9. Must be able to manage a workload and balance competing priorities, redirecting resources quickly and effectively to meet changing demands (E)
	10. Must be able to travel throughout the force area (E)
	11. Should have proven experience of leading and managing teams (D)

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.