

## Job Specification

<b>A Post Details</b>	
Job Title: Occupational Health Physician	Grade: Only state the grade if this an existing role otherwise leave blank
Department Occupational Health	Division: A Division
Reports to: Head of Occupational Health	Contract Type:
Level of Vetting: Select Vetting Level	Numbers in Post: 1
Welsh language required <b>No</b>	
<b>B Purpose of the Post</b>	
<p>To provide clinical expertise within an occupational health service which reflects current practice and in keeping with BTP's Clinical Protocols and Processes.</p> <p>Have a key role in helping to prevent illness and injuries caused by work, combining medical practice with influencing and shaping the behaviour of individuals and organisations Lead the medical supervision and support programme for the BTP Occupational Health team. Support projects and initiatives identified in the Wellbeing, Health and Safety strategy aim to continuous improve the health and wellbeing of employees</p>	
<b>C Dimensions of the Post</b>	
<p><b>Financial – Direct or Non-Direct</b> Direct – Nil Non- Direct - Contributes to the effective deployment of overall WHS budget, contributes to reducing sickness absence and TDR budgets</p> <p><b>Staff Responsibilities – Direct or Non-Direct</b> Direct: None Non-Direct: Medical support to the OH clinical team</p> <p><b>Any Other Statistical Data</b> Occupational Health medical support for c5000 employees across 5 geographical division and c150 sites</p> <ul style="list-style-type: none"> <li>• c1200 Case management referrals</li> <li>• c150 OHP referrals / c10 IHP referrals</li> <li>• c800 Taser Medicals</li> <li>• c165 AFO Medicals</li> <li>• c178 CBRN Medicals</li> <li>• c1200 New recruit medicals; Other medical c100</li> <li>• c400 new starter Police Staff assessments</li> <li>• c2000 Night worker assessments</li> </ul> <p>-</p>	
<b>D Principal Accountabilities</b>	

- Contribute to the development of BTP processes, procedures, standards and practices to ensure Occupational Health provide quality, evidence based services
- Advise on a range of occupational health matters including pre-employment, sickness and absence management, fitness for task, capability and pensions determination.
- Undertake regular clinics for case management and health assessment/health surveillance providing evidenced based medical advice and providing clear concise reports within agreed set SLA/KPIs
- Assess and review complex cases ensuring assessment outcomes and recommendations are effectively communicated to management and People Delivery partners, maintaining accurate, concise & clear clinical records
- Provide specialist advice where there may be an ill health redeployment / retirement outcome and support the ill health process to conclusion
- Provide expert professional clinical guidance and support to BTP including the OH team the wider Wellbeing, Health & Safety team and senior management
- Provide specialist advice on policies such as Drug & Alcohol testing, reasonable adjustments and matters that may impact on pension
- Build good relationships with all stakeholders and liaise effectively in all aspects of Occupational Health practice and supporting policy/practice development
- Ensure that appropriate and secure management of confidential Occupational Health records in line with legislative requirements and BTP processes and procedures
- Contribute to Manage and analyse of data to support the provision of management information that identifies trends, OH interventions and improvements.
- Meet the requirements for ongoing continuous professional development and professional registration
- Act on behalf of BTP as professional witness for Employment tribunal proceedings or similar
- Professional support to projects identified in the Wellbeing, Health and Safety strategy

## E Decision Making

### Make decisions –

- Clinical advice in complex cases relating to fitness for work and –management of sickness absence.

### Significant say in decision

- Development and maintenance of Occupational Health standards, ensuring these are evidenced based meet the needs of the organisation
- Contribute to service improvements to include Occupational Health standards, processes and audit

## F Contact with Others

### Internal

- P&C W, H&S community and wider P&C including senior leaders and BTPA.
- Employees and line managers

### External

- External contractors and stakeholders – e.g. NHS partners, medical practitioners, external contractors, TOCs, NWR and other services as necessary

## G Essential Criteria

### Qualifications and Training:

- On the General Medical Council (GMC) specialist register for occupational health medicine or eligible for entry
- Holds a license to practice from the GMC and is engaged with the revalidation process
- Is a Member of the Faculty of Occupational Medicine or has equivalent occupational medicine specialist training and qualifications.
- Participates in the Faculty of Occupational Medicine continuing professional development scheme
- Member of ALAMA, Royal Society of Medicine Occupational Medicine section or Society of Occupational Medicine or willing to join

### Experience:

Excellent interpersonal and communication skills in Welsh

- Substantial post qualification experience of delivering clinical expertise in occupational health
- Substantial experience of producing high quality occupational health reports that present findings and trends to management with appropriate solutions
- Experience of providing senior professional clinical expertise to the OH Team including, Occupational Health Advisors and Nurses, Health and Safety Managers, Clients, Medical and Allied Professional Practitioners
- Build relationships and liaise effectively with managers regarding all aspects of Occupational Health practice and policy or practice developments.
- Ensure good communications with employees, ensuring they are aware of consultation conclusions and advice to Managers
- Experience in the management of complex cases and able to provide evidence-based opinion on fitness for task, job capability and health surveillance outcomes

### Skills:

Excellent interpersonal and communication skills in Welsh

- Professional and engaging with strong negotiating, influencing and interpersonal communication skills
  - Knowledge of relevant local, regional and national policies, strategies and initiatives and the relevance to the practice of Occupational Medicine in a police force setting. Excellent interpersonal and communication skills and able to interact confidently and appropriately with individuals of all levels in a knowledgeable and sensitive manner
  - Demonstrate knowledge of effective working practices, administrative procedures and proficiency in use of software solutions
  - Application of risk management processes to inform clinical practice and wider organisational risk profile.
  - Maintain medical cost as low as possible without compromising on the quality of medical care.
  - Experience of managing confidential data and maintaining accurate records in accordance with GDPR.

### Knowledge:

- Substantial Occupational Health knowledge including up to date knowledge of best practice principles and regulatory requirements
- Extensive knowledge of current legislation relating to Occupational Health and wellbeing, for example health & Safety legislation, Equality Act, Department of Health
- Understanding of Health & Safety risk management
- Knowledge of the health and wellbeing agenda in the College of Policing/NPCC

Desirable criteria:

- Previously worked in the public sector in a policing or rail organisation or similar high-risk environment
- Qualifications in relevant health surveillance subjects
- Experience in assessment and management of Mental health cases and /or mental health training and /or Qualification
- Experience of the impact of Trauma events on an individual's mental health and relevant treatment pathways
- Knowledge of Case law related to Occupational Health

## H Additional Information

Must apply and promote the College of Policing Code of Ethics and Integrity principles

The successful candidate must be able to reflect and hold themselves to account for performance and behaviours

The successful candidate will be required to travel and work from various internal & external locations on BTP business

As a practising clinician the expectation is you will be a member of the Medical Defence Union

**For Panel to complete only:**

**Panel Approval:** Kiran Ajimal

**Date:** 09/01/2025

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission