

Job Description

A Post Details	
Job Title: Occupational Health Advisor	Grade: B003
Department: Wellbeing, Health & Safety	Division: A Select Division
Reports to: Senior OH Advisor	Contract Type: Select Contract Type
Level of Vetting: Recruit Vetting	Numbers in Post: 5
Welsh language required No	
B Purpose of the Post	
<p>Delivery of the full range of Occupational Health services required by the BTP including case management, fitness for task medicals, health surveillance and supporting our Wellbeing services across regional sites and at times remotely whilst working at all times within the Nursing & Midwifery Council (NMC) Code of conduct.</p> <p>Provide a strong customer focussed service and proactively support managers, employees. People Advisors and the wider organisation with fitness for work advice and management of health conditions in the workplace.</p>	
C Dimensions of the Post	
<p>Financial direct or non-direct Direct - None</p> <p>Non-direct – Advice provided has a significant impact upon decisions regarding sick pay, ill health retirement and the purchase of reasonable adjustment equipment. Clinical activity contributes to reduction of sickness absence.</p> <p>Staff Responsibilities -Direct or non-direct None</p> <p>Any other statistical data:</p> <ul style="list-style-type: none"> • The service delivers: OH service delivery to c5000 employees across 5 division and c150 sites • c1200 Case management referrals, • c800 Taser Medicals • c165 AFO Medicals • c178 CBRN Medicals • c500 New recruit medicals Other medical c100 • c400 new starter Police Staff assessments • c2200 Night worker assessments • c400 JRFT/training assessments <p>All OH activity must be recorded on the OH database to meet recording keeping standards and to allow data analysis to inform organisational health risks.</p>	

D Principal Accountabilities

- Working across BTP medical centres, divisional sites or remotely deliver case management, health assessment and health surveillance activities and using evidence-based knowledge interpret results in order to provide expert opinion on fitness for work and where necessary identifying recommendations and adjustments taking into account organisational capability, medical standards and relevant legislation.
- Provide expert advice; on an individual or group basis such as sickness absence meetings provide impartial, professional and expert occupational health advice and guidance to managers and employees in relation to fitness for work/tasks, sickness absence, workplace and environment risk assessment and availability of OH or 3rd Party support. This may be regarding temporary or permanent restrictions on roles or where employees are no longer capable of undertaking normal duties or responsibilities.
- Direct & educate managers in meeting their responsibilities in respect of employee wellbeing through attendance at sub-divisional Health and Safety meetings, sickness absence meetings and at other meetings or opportunities that may arise
- Support the growth of a dynamic occupational health service by working with the Head of Occupational Health to increase appropriate utilisation and improvement of the service, through accurate recording of Occupational Health data in the secure OH database which will inform the health risk matrix, support development of proactive resources and improvements of OH services and practices.
- Act as a proactive advocate, coaching and mentoring other health professionals and actively supporting the audit and clinical governance cycles and peer to peer review process.
- Maintain and develop own knowledge in order to provide evidence-based assessment and advice and to meet revalidation requirements to maintain professional registration with the Nursing and Midwifery Council (NMC) every 3 years.
- Represent BTP at relevant specialist networks and groups such as Occupational Health Nurse Advisors to the Police Service (OHNAPS) and to undertake and participate in network learning and information sharing to improve performance related clinical process and activities

E Decision Making

Make Decisions: Accountable for decision making relating to fitness for work regarding complex cases in line with legal requirement, local and national occupational health standards. Such decisions may result in life changing outcomes for individuals, such as no longer being able to continue in role.

Significant say in decisions: Provide expert opinion and recommendations that influence management of sickness absence and employee health in the workplace. Advise and direct recommendations to their responsible division and Head of OH Service to continually develop OH Service Delivery to BTP using OH Data for evidence.

F Contact with Others

Internal:

- Formal engagement with key stakeholders up to SMT level, and P&C Community in sickness absence meetings ensuring medical/clinical advice/impact is understood.

- Communication with customers and colleagues to ensure they understand the relevant physical and psychological landscape with regard to managing employee's health and wellbeing.

External

- liaise with BTP external service providers in order to arrange treatment and appropriate advice to BTP on matters of employee's health and wellbeing
- Liaise with NHS partners, medical practitioners to ensure appropriate information is available to support health-based decisions and recommendations
- Contribute to OH nurse group and forums such as Occupational Health Nurse Advisors in the Police service (OHNAPS) to promote BTP and gain information and guidance on OH best practice
- Reports are used by our Pension Provider to consider ill health retirement cases

G Essential Criteria

Qualifications and Training:

Registered Nurse with Nursing and Midwifery Council
Degree, Diploma or Certificate in Occupational Health (Ideally on Part 3 of NMC Register)

Experience:

Excellent interpersonal and communication skills in Welsh

- A successful track record in the role of OH Advisor for a large multi-disciplined operational organisation with a geographically dispersed community of employees.
- Previous experience of establishing productive relationships with internal and external stakeholders in a service provision context and across all levels of seniority.
- Significant experience of complex case management and medical assessment skills; management of medical information, confidentiality; and provision of advice and recommendation reports to management in line with the NMC professional code of conduct and legal requirements.
- Support and coaching of line managers and People Advisors in sickness absence management
- Experience of working in a clinical environment and providing a wide range of OH services for across a diverse variety of roles
- Demonstrates an understanding of Occupation Health and Health & Safety best practice and legislative requirements in clinical OH practice

Skills:

Excellent interpersonal and communication skills in Welsh

- Proven Occupational Health and medical assessment skills relevant to case management, pre-employment, and fitness for task assessments. demonstrating an understanding of role risks and legal, industry and organisational requirements
- Can provide expert advice and recommendations, producing clear, concise, and accurate records, and management reports to aid managers and People Advisors with management of health conditions in the workplace.
- Competency in undertaking safety critical medicals including medical history taking and assessment, screening of blood pressure recordings, hearing, vision/colour vision and lung function capabilities and advising on fitness for task of our employees.
- Acts in a Professional and knowledgeable manner and can command the confidence of line and operational managers, employees, trade unions, external partners and other stakeholders.

- Strong customer service focussed, influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations.
- Ability to deal with individuals who have been exposed to significant psychological distressing and trauma events-
- Able to withstand pressure, working calmly, accurately and with sensitivity whilst remaining impartial but firm in clinical decision making
- A dynamic and collaborative individual able to challenge and hold others to account.
- Ability to relate impact of own role to wider organisational and departmental plans.
- Competent in standard computer packages

Knowledge:

- A high-level understanding of OH practice including medical assessment, applicable legislation, best practice principles, risk assessment and regulatory requirements
- Full knowledge of the administration, policies, and procedures in relation to health and welfare requirements, conditions of service, pension regulations, Home Office directives and relevant legal and guidance document related to Occupational Health
- Excellent awareness of the workings of a People department and familiarity with its overall services and how this impacts an organisation.
- Understanding of risk assessment and how to support to Health and Safety Advisors and Line Management with clinical and wellbeing input for personal risk assessments and safety plans.
- A working understanding of the impact of trauma/PTSD and other psychological conditions, appropriate assessment and recommendations /onward referral pathways.

Desirable criteria:

- Certificates/proficiency in Audiometry, spirometry, vision screening
- Previous OH experience ideally in a police force setting and/or safety critical environment.
- Mental Health training/qualification desirable
- Understanding of OH Law and case law

H Additional Information

Candidate will be expected to regularly travel across BTP locations and other sites as needed to delivery clinics and face to face OH activities. Occasional travel is required to attend internal and external meetings. Occasional overnight stays may be required

For Panel to complete only:

Line Manager Approval: Megan Taylor, Deputy Director P&C, WHS

Panel Approval: Reward Team

Date:21/04/2022