

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	OH Manager	Current Grade:	C001
Department:	Corporate Resources	Area:	FHQ - London
Reports To:	Head of Safety and Wellbeing	No of Posts:	1
Level of vetting:		Post Number:	TBC

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Leading on Occupational Health operational functions/service and working alongside the Head of Safety and wellbeing in the implementation of the health and safety strategy/policy and wellbeing strategy.

Leading on the implementation of the OH framework which ensures legislative and other relevant areas for compliance.

Responsible for the delivery of occupational health projects and intended outcomes, as well as, monitoring the effectiveness of delivery which reports in to the Head of Safety and Wellbeing.

Deputising for the Head of Safety and wellbeing, where necessary, and managing the two Senior Occupational Health Advisers in the delivery of their work so that a professional service is delivered in line with all relevant occupational health and safety standards and objectives, guidelines, codes of practice and statutory requirements.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

#### Staff Responsibilities – Direct or Non-Direct

Direct: Two Senior OH Advisers

Non-direct: Five OH Advisers, Two Wellbeing/OH Technicians

#### Any Other Statistical Data

C5000 employees and c140 premises

REWARD

**D PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

**OH & Wellbeing Policies** Assist the Head of Safety and Wellbeing in the development, implementation and maintenance of OH & Wellbeing policies/guidance that are fit for purpose, legally compliant and meet the needs of BTP. This includes taking lead on the development of OH communications and work with the H&S Manager to ensure the Safety and OH Service intranet site is current.

**OH & Wellbeing Framework** Lead, develop and maintain an OH & Wellbeing Framework that has an agreed full service delivery specification and set standards for the work of the OH Team, ensure the delivery of a service which balances the delivery of clinic based and wellbeing activities, provide necessary reports and statistics in relation to service activities and taking remedial action as appropriate, adjudicate in matters of use of executive authority and other complaints and to pass on, in appropriate cases, to the Head of Safety and Wellbeing and drive the proactive approach to OH working within the SEQOHS Accreditation process. Ensure that protocols and procedures relating to clinical work are developed and maintained and that robust administrative processes are in place to ensure that the service fully complies with published standards of good professional practice, data protection/health and safety legislation, etc.

**OH & Wellbeing Support, Training and Advice** Ensure the provision of support, training and advice to BTP managers, equipping and supporting them to pro-actively meet their responsibility for the health and wellbeing of their employees. Identify training and developmental needs and plan delivery for line managers and their own employees across BTP. Conducting, or ensuring the provisions of, health assessments and health surveillance of employees exposed to health hazards and making recommendations to individuals, HR, line managers and the H&S Manager, as appropriate. Ensure appropriateness of actions and the prompt response to unsafe or unhealthy conditions, plants or equipment in conjunction with other relevant BTP departments and the H&S Manager.

**Team Management** Line manage designated staff whilst coaching, supporting, directing, recruiting and developing, as necessary, so that the team work well, with Capability and Resources and BTP colleagues and deliver the required standard of professional service. Deliver a programme of communications, 1-2-1s and meetings to ensure all team members are clear on what is required. Report on and discuss performance on a regular basis and take corrective action to ensure the required standards are met.

**Outsourced Suppliers** Support the Head of Safety and Wellbeing to develop, secure and manage the provision of a range of outsourced supplier activity related to OH and Wellbeing to the required BTP standards, ensuring that all required procurement procedures are followed and competitively priced value for money services are obtained.

**Relationship Management** Manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP and the team and ensure the good reputation of both. Secure and maintain relationships with BTP managers, including HR (People and Development) and Safety team, which will equip them with the skills and knowledge necessary to deliver a preventative approach to OH and which secures swift referral, early intervention and, more generally, engenders productive working relationships.

**Record & Information Management** Maintain up to date and accurate written and computer records on all contacts, including OH cases, and maintaining adequate information systems on topics including civil and criminal law, OH management and technical advances. Manage this information in compliance with BTP record keeping and information management practices and requirements.

**Assurance and Audit Compliance** Provide the Head of Safety and Wellbeing analysed information and data with trends for OH assurance. Provide liaison support, advice and input to internal and external audits relating to OH. To develop and deliver, where relevant, (in collaboration with the H&S Manager) an audit programme which includes assisting the Head of Safety and Wellbeing in the development and monitoring of appropriate baselines to measure OH performance.

**Professional Development** Maintain knowledge of best practice, legislative changes and developments in OH, recommending development of OH team, as appropriate, so that up to date skills, and approaches can be made available to BTP to maximise its performance.

Undertake any other related activities identified by the Head of Safety and Wellbeing as they arise.

**E. DECISION MAKING:**

**Make decisions**

To respond on all matters relating to OH & Wellbeing; and advising and guiding BTP senior managers and employees to enable them to discharge their responsibilities under health and safety legislation and other relevant standards.

**Significant say in decisions**

Influence and persuade all levels of management to make decisions that enhance the health of BTP community and stakeholders.

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

HR, Senior managers, Line Managers, Officers and staff at all ranks/grades, including elected/appointed employee TU representatives – providing professional advice and direction in OH matters.

**External**

NHS partners

When deputising for the Head of Safety and Wellbeing:

BTPA, other Forces and regulatory and professional bodies – exchanging information on best practice and supplying required reports/ Responsible for external OH contacts with Home Office, HSE, DfT, Rail Accident Investigation Branch Inspectors, Coroners or other relevant parties, as appropriate.

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

- Minimum of Diploma in Occupational Health
- Current NMC registration with extensive post registration practice experience
- Degree in a Health related subject

**Experience:**

- A minimum of 5 years management experience and management of a team of OH clinicians/health professionals to deliver an effective service with evidence of team building, collaborative leadership and achieving results as part of a team.
- Delivering and guiding OH and wellbeing in a large complex organisation.
- Delivering measurable and visible improvements in OH & Wellbeing framework.
- Extensive experience practicing in an OH and Wellbeing service environment, defining service standards and managing change.
- Reviewing and assessing OH and Wellbeing performance and providing advice to achieve positive changes in practice.
- Proven track record in providing OH advice and support to management in a geographically dispersed organisation.
- Demonstrate experience of developing, implementing and maintaining OH & Wellbeing plans, policies/guidance.
- Establish productive relationships with colleagues and customers (internally and externally) and across a variety of level of seniority.
- Successfully challenging business or operational priorities where these are in conflict with legislation or would present a risk or threat to employee health and wellbeing.
- Representing the views and interests of the organisation to external stakeholders and other scrutiny bodies.
- Significant experience in managing sickness absence, rehabilitation, pre-employment screening and immunisations.
- Conducting and leading on clinical audits, preparing for and working with SEQOHS Accreditation process.
- Extensive knowledge of current legislation relating to OH & Wellbeing and clinical practice, for example the Equality Act, Department of Health/Home Office guidelines and H&S legislation.
- Evidence of up to date knowledge of professional issues and OH policy and practice together with a commitment to continuing CPD.

**Skills:**

- High level of planning and organisational skills.
- Able to analyse situations and solve problems.
- Able to manage a complex workload and prioritise own and team activities to meet tight deadlines.
- Professional, persuasive and influential. Able to command the confidence of senior managers, employees, trade unions, external partners and other stakeholders.
- Strong negotiating, influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations.
- Proven management skills – able to manage ‘upwards’ as the subject matter expert as well as ‘downwards’.
- A challenging, dynamic and creative team player, who is collaborative but leads by example.
- Strong supervisory skills with the ability to inspire, motivate and support a team of employees during periods of high demand and pressure.
- Proficient in producing, drafting and presenting documents/modes of communications for a variety of audiences.
- Able to produce and analyse OH & Wellbeing data.
- Ability to relate impact of own role to wider organisational and departmental plans.
- Strong customer service orientation.
- Ability to be decisive and hold to account.
- Achievement orientation with a drive to deliver.
- Computer literate and with a good understanding of how technology can improve health and safety practice.

**REWARD**

**Knowledge:**

- Substantial OH & Wellbeing knowledge including up to date knowledge of applicable legislation, best practice principles and regulatory requirements
- Full knowledge of the administration, policies and procedures in relation to health and wellbeing requirements, conditions of service, pension regulations, D.S.S. benefits system, Home Office directives and relevant circulars.
- Excellent awareness of the workings of Safety and OH Service, Capability and Resources and familiarity with its and BTP overall services.

**Desired Criteria:**

**Qualifications and Training:**

- Wellbeing qualification
- H&S qualification, for example IOSH Managing Safely

**Experience:**

- In delivering health promotion programmes
- Engagement in research and quality assurance programmes and able to demonstrate research based evidence in support of OH practice.
- Previous experience working in the police service.
- Previous experience in rail industry.

**Skills:**

**Knowledge:**

- Excellent knowledge of relevant BTP processes and procedures and their interactions with OH.

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

- Required to be contactable in order to provide advice and support in emergency situations.
- Frequent travel and overnight stay in Great Britain to visit BTP and related sites.

**I. AUTHORISATION DETAILS**

Prepared By: Nisa G Carey, Head of Safety and Wellbeing

Date: 12<sup>th</sup> February 2016

Area Commander /FHQ

Nisa G Carey, Head of Safety and Wellbeing

Date: 12<sup>th</sup> February 2016

HoD:

Evaluation Panel:

Date: 23<sup>RD</sup> February 2016

**REWARD**