

## 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:	Occupational Health Adviser	Current Grade:	B002
Department:	Safety and Occupational Health Service	Area:	FHQ
Reports To:	Senior Occupational Health Adviser	No of Posts:	2
Level of vetting:	TBC	Post Number:	TBC

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

To provide evidence based occupational health services to BTP officers and staff in a caring and respectful manner while preserving their dignity, making sure there is complete adherence to clinical compliance and regulatory / governance in accordance to all relevant OH/HR/BTP policies, service standards, guidelines and statutory requirements.

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

#### Financial – Direct or Non-Direct

None

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

None

#### Any Other Statistical Data

None

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

**Advice** - Provide comprehensive, confidential advice to managers, HR and employees and make recommendations on fitness for work/task. Advise managers regarding reasonable adjustments for officers/staff as appropriate and provide access to disability support services where appropriate in accordance with the OH service delivery specification and agreed standards of work.

**Assessment & Referral** – Undertake health assessments and where appropriate in consultation with line management, refer individual cases to relevant agencies in accordance with the service delivery specification in order to ensure individuals receive the most appropriate level of professional help within the parameters set by BTP OH service standards & objectives.

To carry and manage a caseload dealing with complex cases when necessary, where the nature of the work can be rapid and unpredictable, utilising time limited evidenced based interventions for a wide range of mental and physical health difficulties. To be responsible for providing an informed opinion and taking part in case conferences.

**Health Surveillance** - To undertake occupational screening / health surveillance in accordance with health and safety legislation and interpret results and advise accordingly. To refer on for advice and diagnosis from an Occupational Physician if required.

**External Agencies** - To communicate and work collaboratively with the OH Manager, Seniors/OH Advisers, HR professionals and liaise with external agencies as required to exchange information in support of a proactive and timely approach to case management and health and wellbeing initiatives.

Refer to, and promote, the Employee Assistance Programme, as appropriate.

**HR & Operational Meetings** – attend and contribute effectively to all appropriate HR meetings and BTP operational meetings as required.

**Team working** – work collaboratively with the Safety and Occupational Health Service team, internal and external stakeholders as required, supporting colleagues and the overall process so as to achieve the required culture and performance.

**Relationship Management** – manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP & BTP Safety and Occupational Health Service, and ensure the good reputation of both.

**Training** - Where required and as guided by the OH Manager, deliver training courses to further develop the knowledge of BTP colleagues around OH related matters.

**Reporting** - Produce an update report on all cases as determined by the service delivery specification.

**Project Work** – As directed by the OH Manager, work on/contribute to BTP Safety and Occupational Health Service projects to support their successful delivery.

**Records** - To maintain up to date, confidential, accurate contemporaneous electronic and hand written records regarding clinical activity on all service users in accordance with BTP OH policies and guidance from professional bodies, including clinical assessment with clear identification of problems and plan of care.

**Compliance** – maintain own knowledge of all relevant standards for BTP HR work and ensure own work complies with them.

**Service Improvement** – Make observations and recommendations relating to BTP OH service and practices to the OH Manager so that BTP OH can continuously improve its service and respond to the needs of BTP.

**Supervision** - To actively participate in clinical supervision and receive feedback following any clinical audit in order to ensure fitness to practice, to comply with professional standards and maintain updated competency

To actively participate in team meetings, 1:1 meetings and supervision/observed practice and performance development reviews with line manager to review workload demands and service provision

**Personal Development** – To maintain and develop own knowledge of BTP plans, operations & activities, HR practices and developments. Participate in continuing personal development opportunities to update knowledge specific to the role, including health and safety legislation, to demonstrate appropriate increased knowledge base and ensure self-awareness and enhanced clinical skills.

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**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

Provides OH advice and recommendations to Area / FHQ Management teams in order for decisions to be made in respect of individual cases. Provides recommendations to the OH Manager of proactive wellbeing initiatives to continually develop OH Service Delivery to BTP.

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

**Internal**

HR Community and Internal Stakeholders

**External**

External Contractors and Stakeholders

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

**Essential Criteria:**

**Qualifications and Training:**

Registered General Nurse having a degree level (or equivalent) post registration qualification in Occupational Health (currently registered with the Nursing and Midwifery Council, Parts 1 & 3 (SCPHN OH).

**Experience:**

A successful track record of giving occupational health advice, guidance and support to managers and employees including complex cases.

A minimum of two years post registration experience in conducting complex case management ; advising, supporting and managing employees with acute and chronic mental and physical health issues

Previous experience of managing relationships with customers and other internal stakeholders in a service provision context.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority.

Previous experience in undertaking safety critical medicals ; including spirometry and audiometry

**Skills:**

Able to demonstrate a good track record of giving occupational health advice, guidance and support to managers and employees including complex cases.

Expert knowledge for advising employees who are off work due to ill-health or returning to work following ill-health.

Strong influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations.

Able to withstand pressure, working calmly, accurately and with sensitivity when under pressure but is resilient in maintaining own convictions where merited.

Understanding of requirement for health surveillance and underlying legislation.

Professional, persuasive and influential. Able to command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders.

Proficient in producing clear, legible concise and accurate case notes, letters and reports on OH issues, ensuring compliance with confidentiality, professional standards and data protection legislation.

Good IT skills; Microsoft Office, including PowerPoint Use of Excel spreadsheets and ability to manipulate data for report writing purpose.

Ability to work autonomously, using own initiative, as well as working collaboratively with a wider team.

Ability to relate impact of own role to wider organisational and departmental plans.

Strong customer service orientation.

Achievement orientation with a drive to deliver.

Able to demonstrate a clear understanding of professional accountability in the scope of professional practice.

Evidence of relevant continuing professional practice in field of occupational health nursing.

**Knowledge:**

Substantial OH 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 welfare requirements

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**Desired Criteria:**

**Qualifications and Training:**

Health and Wellbeing qualification

**Experience:**

Previous experience working in the police service.

**Knowledge:**

Knowledge of relevant BTP processes and procedures/ understanding of operational demands

**Skills:**

**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.*

**I. AUTHORISATION DETAILS**

Prepared By: Valmai Hughes

Date: 15<sup>th</sup> March , 2019

Area Commander /FHQ: Nisa Carey

Date: 18<sup>th</sup> March , 2019

Evaluation Panel:

Date:

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