



## 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 Advisor	Current Grade:	B002
Department:	Corporate Resources	Area:	Various
Reports To:	OH Service Delivery Manager and indirectly to the HR Manager	No of Posts:	8
Level of vetting:	TBC	Post Number:	TBC

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

Advise, support and assess BTP employees in relation to Occupational Health, make relevant referrals to external service providers in respect of OH and welfare support and provide a service to BTP in support of BTP's effectiveness and in accordance with 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 occupational health advice on Area / FHQ department cases to Area / FHQ management teams in accordance with the OH service delivery specification and agreed standards of work.

**Assessment & Referral** – Where appropriate and 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.

**External Agencies** - Liaise with external agencies as required to exchange information in support of a proactive and timely approach to case management.

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

**Team working** – works collaboratively with HR & BTP colleagues as required, supporting colleagues and the overall process so as to achieve the required results.

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

**Critical Incident** - As directed by the OH Service Delivery Manager, co-ordinate the provision of Critical Incident Stress debriefing on Area / within FHQ, and be available outside standard office hours at short notice to deal with staff emergencies so that BTP OH service standards are met.

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

**Personal Development** – maintain and develop own knowledge of BTP plans, operations & activities, HR practices and developments and own personal skills within the framework of guidance and support provided by BTP.

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

**Records** - Maintain up to date, accurate, confidential written and computer records on all contacts, including actions and referrals in line with BTP OH record-keeping standards and legislative requirements.

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

**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 Service Delivery Manager so that BTP OH can continuously improve its service and respond to the needs of BTP.

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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 Service Delivery 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 with the Nursing and Midwifery Council and hold an OH qualification at certificate, diploma or degree level.

**Experience:**

A successful track record of consistent achievement as an OH professional in a large multi-disciplined operational organisation,

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.

**Skills:**

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

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.

A challenging, dynamic and creative team player who is collaborative in their approach.

Proficient in producing clear, legible concise and accurate records, letters and reports on OH issues.

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

Strong customer service orientation.

Achievement orientation with a drive to deliver.

**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, conditions of service, pension regulations, D.S.S. benefits system, Home Office directives and relevant circulars.

Excellent awareness of the workings of a HR department and familiarity with its overall services.

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**Desired Criteria:**

**Qualifications and Training:**  
Welfare Qualification.

**Experience:**  
Previous experience working in the police service.  
Experience of using computer applications for case management purposes.

**Skills:**

**Knowledge:**  
Excellent knowledge of relevant BTP processes and procedures.

**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:	Date:
Area Commander /FHQ	
HoD:	Date:
Evaluation Panel:	Date: