

Job Description

A Post Details	
Job Title: Senior Occupational Health Advisor	Grade: Currently B004
Department: Wellbeing, Health & Safety	Division: A <input style="width: 100px;" type="text"/>
Reports to: Head of Occupational Health	Contract Type: <input style="width: 100px;" type="text"/>
Level of Vetting: <input style="width: 200px;" type="text"/>	Numbers in Post: 2
Welsh language required <input style="width: 50px;" type="text"/>	
B Purpose of the Post	
<p>Provide professional leadership to the BTP Occupational Health team, leading occupational health provision that provides access to appropriate and timely occupational health advice and support, working in line with the Nursing & Midwifery Council (NMC) Code of Conduct, legal requirements, local procedures and national guidelines.</p> <p>Subject matter expert providing advice and support to the Wellbeing, Health & Safety teams, wider People and Culture teams, Divisional management teams and other stakeholders as necessary.</p>	
C Dimensions of the Post	
<p>Financial - direct or non-direct none</p> <p>Direct - significant say in operational service delivery budget requirements such as equipment, consumables, and equipment calibration</p> <p>Non- Direct - Clinical activities contribute to reducing sickness absence for the force. Contributes to the effective delivery and value add of OH services by external contracts.</p> <p>Staff Responsibilities Direct - 5 x Occupational Health Advisors</p> <p>Any other statistical data: Lead the effective day to day delivery of OH Services for c5000 employees across 5 division and c150 sites</p> <ul style="list-style-type: none"> • Lead the effective delivery of OH services 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>Responsible for maintaining OH database to inform health risk across BTP, co-ordinate service activity, provision and analysis of management information and ensuring data protection compliancy.</p>	
D Principal Accountabilities	
<ul style="list-style-type: none"> • Act as force wide subject matter expert (SME) for OH clinical services and management of medical 	

conditions on the workplace.

- Work collaboratively with the Head of Occupational Health develop, monitor and review of Occupational Health and relevant organisational policies & procedures to ensure that they are fit for purpose and are legally compliant; monitor the quality and effectiveness of the Occupational Health service identifying improvements and efficiency to ensure the service meet the needs of BTP.
- Responsible for Occupational Health team line management and caseload delivery to respective divisions; provide coaching and mentoring support, undertake clinical and performance audits and act as escalation point for the team, line managers and other stakeholders.
- Facilitate own and OH team in continuous professional development to ensure that individuals maintain evidence-based practice and meet the requirements necessary for professional nursing revalidation as required by the NMC every 3 years.
- Responsible for the management for BTP OH record-keeping; confidentiality, standards and information management practices and requirements, ensuring that they comply with industry and legal requirements e.g NMC, GDPR, Equality Act, Access to Medical Records Act and the OH team are aware and compliant with all.
- As subject matter expert coach People Advisors and line managers relating to their role and responsibilities in implementation of health-related recommendations and risk assessments to support employee wellbeing at individual and group meetings; provide training and education to stakeholder groups where an information gap is identified.
- Manage own clinical case load of complex cases; undertaking appropriate assessment and providing specialist advice and recommendations to line managers, People Advisors, employees, and others as necessary; work in line with NMC professional code of conduct, BTP policies & procedure and legal requirements. Maintain up to date, accurate, confidential written and computer records on all case contacts.
- Liaise with external providers to ensure day to day operational effectiveness of external contracts that support BTP OH service delivery.
- Produce and deliver regular Occupational Health management information reports to all levels of leadership on the performance of Occupational Health, analysis of activities and outcomes, identify health risks and using risk management processes to advise on organisational risk management, policy, and procedures.
- Be an active participant of the Wellbeing, Health & Safety SMT; supporting the development and delivery of the Wellbeing, Health & Safety Strategic plan.

E Decision Making

Make decisions -

- Occupational Health service delivery making decisions as necessary to ensure service levels are achieved to high standard
- Clinical advice in cases of complex case management on fitness for work which influences management of sickness absence and supports force wide operational resilience.
- With the Head of OH and the OH team monitor agreed service delivery specification and make decisions on service improvements to include Occupational Health standards, processes, and audit.

Significant say in decision

- Clinical decision maker with Occupational Health advice and recommendations to management teams for decisions in respect of individual cases.
- Act as a member of the Wellbeing, Health and Safety Senior Management Team Committee

F Contact with Others

Internal

- Formal engagement with key stakeholders up to COG level across the force and wider P&C colleagues specifically People Delivery, L&D, line managers and employees

External

- Third party contractors and stakeholders e.g. OH services providers, NHS partners and medical professionals, pensions provider representatives,
- Membership of OH nurse group and forums such as OH Nurse Advisors to the Police Service

G Essential Criteria

Qualifications and Training:

- Registered Nurse with the Nursing and Midwifery Council (NMC)
- Degree, Diploma, or certificate in Occupational Health (ideally on part 3 of the NMC register)

Experience:

Excellent interpersonal and communication skills in Welsh

- A successful track record of consistent achievement as an Occupational Health professional in a large multi-disciplined operational organisation within a geographically dispersed organisation.
- Strong leadership and line management experience supporting a professional clinical team in a service provision context with the ability to inspire, motivate and support especially during periods of high demand and pressure.
- Experience of establishing productive relationships with colleagues and customers/contractors (internally and externally) and across all levels of leadership.
- Evidence of ability to develop and improve Occupational Health service delivery to the business.
- Experience of managing complex Occupational Health cases; confidentiality and record keeping, relevant referral and management of medical information and reports receive in line with the NMC code of Conduct and GDPR legislation,
- Demonstrates a clear understanding and practical application of Occupational Health, Wellbeing and Health & Safety and how these impacts own role and delivery to wider organisational and departmental plans.
- Application of risk management processes to inform clinical practice and wider organisational risk profile.

Skills:

Excellent interpersonal and communication skills in Welsh

- Professional, persuasive, and influential with a strong customer service orientation and ability to successfully engage stakeholders to make the best use of Occupational health guidance and support.
- Strong negotiating, influencing and interpersonal communication skills with the sensitivity to provide support across a variety of situations commanding the confidence of senior operational managers and leaders, employees, trade unions, external partners, and other stakeholders.
- Ability to be decisive, challenge and hold others to account.
- Able to withstand pressure and be resilient in maintaining own convictions where merited.
- Excellent Occupational Health and medical assessment skills and able to provide expert advice and recommendations,
- Able to produce clear, legible concise and accurate records, letters, and reports to aid managers and People Services 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.
- Pre-employment medical assessment skills demonstrating an understanding of role risks and legal and industry and organisational requirements

- **Writing management information reports to inform the business of OH activity and be able to analyse and translate into meaningful actions to identify risk and support service improvement**
- **Excellent computer skills**

Knowledge:

- Substantial Occupational Health knowledge including up to date knowledge of applicable legislation, best practice principles and regulatory requirements
- Excellent understanding of Health & Safety in the context of Occupational Health including risk assessment
- Wide 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 documents related to Occupational Health and the management of medical conditions in the workplace.

Desirable criteria:

Qualifications and Training

- **A recognised leadership qualification to level 6 or above**
- **Training in Occupational Health Law**
- **Mental health training and /or Qualification**

Experience

- **Previous experience working in the public sector and / or police service and /or Safety critical environment**
- **Coaching and mentoring experience and / or training**

Skills

- **Competency in Audiometry, spirometry, and vision screening**
- **Proficient in use of software solutions including OH software packages**

Knowledge

- **Understanding of the impact of Trauma events on an individual's mental health and relevant treatment pathways**

H Additional Information

Candidate will be expected to regularly travel across BTP locations and other sites as needed to represent BTP at internal and external meetings. Occasional overnight stays may be required
 At times there may be a requirement to undertake face to face clinic activity to support the resilience of the Occupational Health team.
 On occasion may be required to provide support and clinical input where needed in the case of Critical Incidents which may be at short notice and outside of normal working hours.

For Panel to complete only:

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

Panel Approval: Reward Team

Date: