



University
of Exeter

THE POST

Service:	Human Resources
Post:	Occupational Health Advisor
Grade:	F
Reporting To:	Occupational Health Manager

The JOB DESCRIPTION; Occupational Health Adviser

Main purpose of the job:

To deliver an effective and focused Occupational Health (OH) Service to staff of the University of Exeter based on sites in Exeter and Cornwall. The post holder will provide professional, specialist support to staff experiencing a wide range of physical and mental health difficulties and disabilities.

The role is advisory and the post holder will play a key role in providing general and specific expert disability and occupational health advice supporting managers and employees and the wider organisation and making recommendations on reasonable workplace adjustments when appropriate.

The post holder will undertake quality health surveillance to ensure the University fulfils its duties under health and safety legislation.

The post holder will also engage in University-wide health and wellbeing promotional activities and advise on institutional policy and procedures relating to the management of staff health.

Main Duties and Responsibilities:

- To 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 and disabilities
- Provide comprehensive, confidential advice to managers and employees and make recommendations on fitness for work
- Advise managers regarding reasonable adjustments for staff as appropriate and provide access to disability support services where appropriate
- 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
- To communicate and work collaboratively with the Occupational Health Manager, Occupational Health Advisers, Human Resource professionals, Occupational Physician, internal and external health and wellbeing professionals and other agencies who may be involved in client care, as appropriate
- To be responsible for providing an informed opinion and taking part in case conferences
- Advise managers on disability and occupational health issues, including those relating to the Equality Act 2010, and physical and mental health issues

- To maintain accurate contemporaneous electronic records regarding clinical activity on all service users in accordance with University policies and guidance from professional bodies, including clinical assessment with clear identification of problems and plan of care
- To identify and monitor any local adverse trends and escalate to the Occupational Health Manager
- 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 with line manager to review workload demands and service provision
- To participate in University and professional body 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
- Refer to, and promote, the Employee Assistance Programme as appropriate
- Assist the Occupational Health Manager to make service improvements and undertake any project work as requested
- Contribute to the regular review of policies and procedures
- Accept any delegated responsibilities from the Occupational Health Manager
- Collate and submit data and agreed information to the Occupational Health Manager for contribution into service statistics for OH Service measurement
- Attend meetings within the University and externally as deemed necessary by the Occupational Health Manager
- Provide support to the Occupational Health Manager for health and case management programmes including providing client support, advice and guidance

In addition the Occupational Health Adviser will;

- Be a competent, experienced and autonomous practitioner who is accountable for their own actions and able to make competent clinical judgments regarding disability and occupational health issues
- Adhere to the NMC or other relevant bodies Professional Code of Conduct and their Guidelines
- Ensure the health and safety of self and others whilst at work
- Maintain high standards of confidentiality, protecting personal identifiable and sensitive information
- Treat all contacts and staff equally, with dignity and respect and encourage inclusive participation to help eliminate discrimination
- Maintain records and documents appropriately, ensuring that all aspects of professional practice and data protection legislation are followed and adhered to
- Continually update professional knowledge specific to the role demonstrating appropriate evidence based practice including relevant health and safety legislation

(This job description is not exhaustive but is intended to summarise the main duties and accountabilities of the post holder: the post holder may be required to undertake other duties of similar level and responsibility).

Person Specification; Occupational Health Adviser

Competency	Essential	Desirable
Attainments/Qualifications	<p>RGN with current registration with Nursing and Midwifery Council ((NMC) Part 1</p> <p>Degree level (or equivalent) professional qualification in Occupational Health Nursing</p> <p>Registered as a SCPHN (OH) on Part 3 of the NMC register</p> <p>Up to date training in health surveillance and interpretation of results</p>	<p>Health and Safety Qualification (NEBOSH Cert or Equivalent)</p> <p>Relevant mental health qualification</p> <p>Health surveillance competence in all of the following; Audiometry, Spirometry and Hand Arm Vibration assessments</p>
Skills and Understanding	<p>Able to demonstrate a good track record of giving disability and occupational health advice, guidance and support to managers and employees including complex cases</p> <p>Able to demonstrate good OH report writing skills using evidence-based practice and guidance</p> <p>Previous experience of advising, supporting and managing employees with acute and chronic mental and physical health issues and the application of the principles of the Equality Act 2010</p> <p>Understanding of requirement for health surveillance and underlying legislation</p> <p>Expert knowledge for advising employees who are off work due to ill-health or returning to work following ill-health</p> <p>Able to demonstrate a clear understanding of professional accountability in the scope of professional practice</p> <p>Ability to work autonomously, using own initiative, as well as working collaboratively with a wider team and with internal and external bodies</p> <p>Evidence of relevant continuing professional practice in field of occupational health nursing</p>	<p>Stress risk assessment and wellbeing activities</p> <p>Experience in the use of OPAS-G2 data management system</p>

	<p>Excellent verbal and written communication skills</p> <p>Ability to keep appropriate, thorough and accurate client case notes ensuring compliance with confidentiality, professional standards and data protection legislation</p> <p>Good IT skills; Microsoft Office, including PowerPoint, Data management systems</p>	
Prior Experience	<p>Minimum of 3 years post OH qualification experience</p> <p>Ability to undertake and analyse health surveillance assessments and data in accordance with current health and safety legislation and best practice</p> <p>Proven experience in interacting and advising managers effectively at all levels of an organisation, taking into account both the employer's and employee's requirements</p> <p>Experience of working with employees from a diverse range of backgrounds, working in a diverse range of roles</p>	<p>Experience of working in an OH Adviser led service</p> <p>Knowledge and experience of working in higher education / research / laboratory environments</p> <p>Knowledge of support networks in order to signpost employees requiring additional or alternative help or support</p>
Behavioural Characteristics	<p>Confident, assertive, tactful, diplomatic and empathetic when dealing with managers, employees and HR professionals</p> <p>Must be organised with ability to plan and prioritise work activities even when under pressure to meet deadlines</p> <p>Ability to remain calm, adaptable and professional within a busy environment and when dealing with challenging people</p> <p>Demonstrate a self-motivated and proactive approach to work</p> <p>Ability to accept and act on constructive feedback</p> <p>Commitment to continuing professional development in the field of occupational health</p>	