

OCCUPATIONAL HEALTH ADVISOR

- Employer: Sefton Metropolitan Borough Council
- Salary: Grade H, £36,124 to £39,513 per annum
- Location: Magdalen House
- Contract: Permanent
- Working Pattern: Full Time
- Hours: 36 hours per week.
- DBS Check: Enhanced check with an Adults Barred Check List
- Closing Date: 5th January 2024
- Reference: TBC

Sefton Council is a vibrant local authority on a journey of aspiration and ambition as it works towards delivering its exciting Vision 2030.

Sefton is a diverse and exciting borough where people can enjoy a great work / life balance. It encompasses world renowned nature reserves, accessible business and retail centres, top class leisure facilities and some of the best coastal and countryside positions in the country. With excellent transport networks to Liverpool and links to Manchester, it is an ideal location for accessing the Northwest and beyond.

Supporting the health and wellbeing of our workforce is important to us and we are committed to ensuring Council and school colleagues have access to a range of specific services one of which is an in-house Occupational Health Advisor. We are seeking the services of a committed and enthusiastic Occupational Health Advisor with a Nursing Qualification, registered with the UKCC, and specific experience in an occupational health setting.

The role will report to the Health Unit Manager. Whilst this is a well-established service, the successful candidate will have the opportunity to assist with the development and promotion of the service and contribute to Sefton's commitment as set out in the Workforce and Wellbeing Strategy.

This is a permanent full-time vacancy in our Occupational Health Unit which is part of the Council's Corporate HR provision based within a quiet, welcoming and dedicated area of Magdalen House, Bootle.

There may be a requirement to work at other locations across the borough as and when the need arises, and some working from home may be arranged dependent upon operational requirements.

We are happy to have an informal chat about the role and how it fits with other health and wellbeing services that we offer. If you feel you have the skills and experience we need and would like to learn more about this exciting and hugely rewarding opportunity then please call Russell Taylor on 0151 934 3650 or email Russell.Taylor@sefton.gov.uk to arrange a mutually convenient time.

Closing date: 5th January 2025
Interview Date: 9th January 2025

Venue: Health Unit, 2nd Floor Magdalen House, 30 Trinity Road,
Bootle L20 3NJ

The interview will comprise of:

- 15 minutes for you to review and prepare notes for indicative Health Unit referrals.
- Interview.

EQUAL OPPORTUNITIES

Sefton Council strives to ensure that our workforce is inclusive and representative of our communities. A diverse workforce is important to us, our staff bring with them a wide range of experiences, views, ideas, and innovations, and we are committed to providing an environment that recognises, respects, and values everybody's identity, where individual differences are strengths and where everyone can thrive and maximise their potential. We are always open to learning and growing as an organisation, and we welcome new ideas and initiatives that promote equality, diversity, and inclusion.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

GUARANTEED INTERVIEW SCHEME

Please note that all disabled applicants who meet the essential criteria for these jobs (as given in the Person Specification) and who want to apply under the Disability Confident Scheme will be invited to interview.

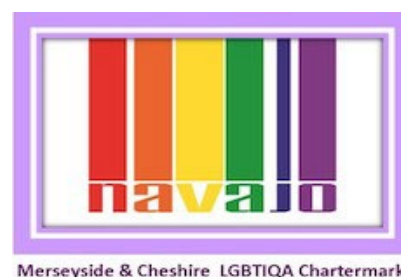
If you are currently in care or have previously been in care, we provide a guaranteed interview scheme for care experienced people if you meet the essential requirements for the role.

How to apply

Please apply online via the link provided - [Sefton Metropolitan Borough Council](#)

Please note, we do not accept CV's (unless specified on the advert).

Please fully complete the online application form.



SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department: Personnel
Section: Health Unit
Location: Magdalen House, Trinity Road, Bootle, L20 3NJ
Post: Occupational Health Nurse/Adviser
Grade: Grade H **Post No:** PEH06542

Responsible to: Health Unit Manager

Job Purpose:

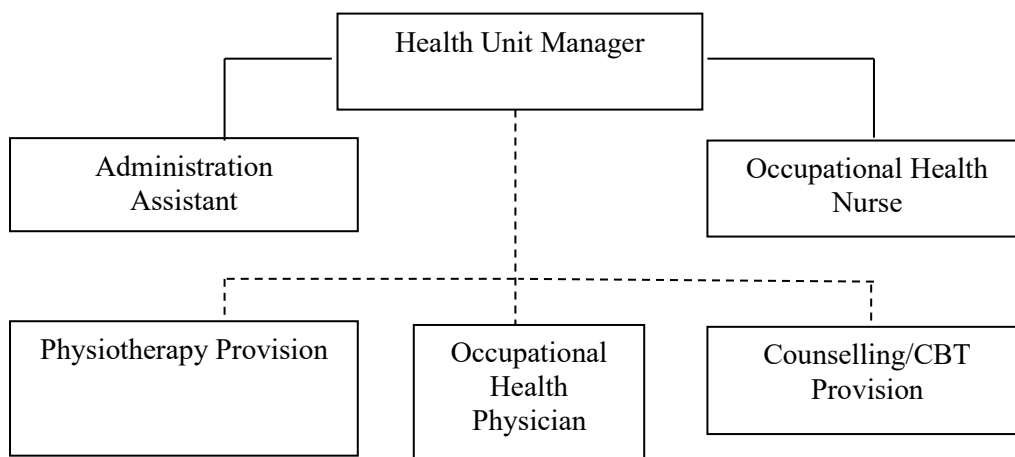
- Assist in delivering a comprehensive occupational health service.
- Protect, promote and enhance the health and wellbeing of the Councils workforce. Providing advice to departmental managers and employees relative to the provision of healthy workplaces and the prevention of work-related ill health.

Main Duties:

1. Carry out pre-employment health assessments, including basic functional assessments.
2. Carry out health assessments and welfare checks in relation to employee fitness for work e.g. School Crossing Patrol, Driver checks, Sight/Hearing, Hand Arm Vibration.
3. Production and distribution of Health Unit reports.
4. Advise on reasonable workplace Risk Assessments and adjustments in relation to the health of individual employees.
5. Carry out health assessment and surveillance for groups or individuals in relation to statutory requirements, council policy and good practice.
6. Carry out initial counselling consultations.
7. Give presentations and briefing sessions on associated health matters.

8. Develop corporate and specific policies, practices, and procedures as an integral part of the Health Unit.
9. Carry out risk assessments as an integral part of the Health Unit.
10. Undertake health promotion activities in line with the national strategies and initiatives.
11. Develop a strong relationship with the Primary Care Trust any other "Partnership" with which the Council interacts.

Organisational Chart:



Key:
 Continuous line = direct link
 Broken line = traded services through contractual arrangement

Qualifications and Experience:

See Person Specification.

Special Conditions:

Car User Allowance payable if additional mileage incurred.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands, and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The post holder is also expected to monitor the effectiveness of the occupational health and safety arrangements and systems and to implement and promote appropriate improvements where necessary.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

The post holder will be expected to treat, maintain, and store all personal and medical information and records, to which they have access through his/her role, in an appropriately confidential manner and in line with the procedures adopted by the Health Unit.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

Prepared by:	Name:	Russell Taylor
	Designation:	Health Unit Manager
	Date:	June 2024

PERSON SPECIFICATION: OCCUPATIONAL HEALTH NURSE

(To be read in conjunction with the Job Description, dated June 2024)

(2 sides)

ATTRIBUTE	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<p>Qualifications and Experience</p>	<p>Occupational Health Nursing Certificate or higher level qualification (e.g. Degree in Occupational Health Nursing or Occupational Health Nursing Diploma).</p> <p>Experience of working in a Local Authority or the National Health Service.</p> <p>Experience of performing HAV (Hand Arm Vibration) Testing.</p> <p>Experience of performing sight tests using specialist equipment.</p> <p>Experience of performing hearing tests using specialist equipment.</p>	<p>A Nursing qualification and registration with the NMC / UKCC.</p> <p>Experience in Occupational Health provision/services.</p> <p>Willing to develop HAV competencies.</p> <p>Willing to develop sight test competencies.</p> <p>Willing to develop hearing test competencies.</p>	<p>Application Form / Certificate.</p> <p>Application Form / Interview.</p> <p>Application Form / Certificate / Interview.</p> <p>Application Form / Certificate / Interview.</p> <p>Application Form / Certificate / Interview.</p>
<p>Competency</p>		<p>The confidence and ability to make routine or uncomplicated clinical decisions (and other decisions that are within the limits of personal competency).</p> <p style="text-align: center;">and</p> <p>The wisdom to recognise where it is appropriate to seek guidance from or to refer an individual to an Occupational Health Physician.</p>	<p>Application Form / Assessment / Interview.</p> <p>Application Form / Assessment / Interview.</p>
<p>Presentations and Training</p>	<p>Experience and competence in presenting and providing briefing sessions to groups and/or willing to undertake self-development to develop these competencies.</p>		<p>Application Form. Interview.</p>

ATTRIBUTE	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Teamwork		Work well within a team.	Application Form. Interview.
Communication		Ability to write health reports. Ability to verbally communicate with all grades of staff.	Application Form. Interview.
Information Technology		Computer literate.	Application Form. Interview.