 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Corporate Services		Service Area: Human Resources
JOB TITLE: Lead Occupational Health Advisor		
GRADE: N		
REPORTING TO: HR Manager		
1.	JOB SUMMARY: Working with the HR Manager and support from an Occupational Health Physician, to lead on and deliver the full remit of Occupational Health Services. To lead and deliver a professional Occupational Health Service, providing advice and guidance on employment related health matters, including health promotion and health surveillance programmes to the Council and contracted clients (Schools and Academies). You will ensure a high standard of advice and guidance is given to employees and managers on work related health matters and work proactively with Services to promote and improve health and wellbeing.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	General:	
	1.	Lead on the provision of a professional occupational health service ensuring written policies and procedures are in place, providing advice on changes in health legislation as they occur and to ensure that the service is compliant.
	2.	Provide occupational health employee advice and guidance on work related health matters including pre-employment, fitness to work and rehabilitation (including reasonable adjustments) in compliance with legislation and HR Policies and Procedures.
	3.	Build and maintain positive and effective relationships across the Council to give advice, guidance and influence behaviour change, and to work effectively within the wider HR Service, our Employees and Managers across Directorates and clients.
	5.	Assist the HR Manager with the procurement of and contract monitoring of Employee Wellbeing support services.
	6.	Represent the service on working groups and at meetings and forums, as required.
	7.	Promote equality of opportunity and diversity, ensuring that practices are transparent and non-discriminatory.
	8.	Provide supervision, work allocation and support to any contracted or agency Occupational Health Technicians or Nurses.

	Health Surveillance & Immunisation	
9.		Work alongside managers and Health and Safety to identify employees who require health surveillance, providing recommendations on the frequency of appointments and types of health surveillance required.
10.		Delivery of the health surveillance programmes for the Council against statutory requirements and current health and safety standards, making appropriate referrals to the Occupational Health Physician as required.
11.		Undertake and / or contribute to risk assessments and provide appropriate advice.
12.		Manage the delivery of immunisation programmes to those employees who have been identified by risk assessment or as part of any health initiatives such as Flu vaccination programme
	Pre-employment	
13.		Undertake pre-employment health screening to evaluate a potential employee's fitness in relation to the risks and hazards of the job, environment and activities. Carry out relevant screening referring as appropriate to an OH Physician.
14.		Provide advice, and recommendations regarding reasonable adjustments and support measures as appropriate
	Medical Referrals / Attendance Management	
15.		Manage a caseload of medical referrals, referring cases on to the Occupational Health Physician as appropriate.
16.		Provide comprehensive and timely occupational health reports to managers / HR giving effective and clinical advice on employment related health matters, including appropriate recommendations based on an understanding of the organisation and job role requirements, regarding return to work, redeployment, or capability health as appropriate.
17.		Participate in case conferences regarding complex cases and management issues to determine the appropriate course of action in relation to an employee's return to work, rehabilitation, redeployment or termination of employment.
18.		Liaise with GP's, consultants, other primary carers and Employee Support Services and as appropriate.
19.		Ensure effective clinical notes are taken and maintained, and that occupational health reports, clinical reports and records are stored in line with legislation and ethical standards
20.		Ensure effective recording and monitoring of management information to support attendance management and identify trends and issues which impact on the health & wellbeing of the workforce
	Health Promotion	
21.		Work with colleagues across the Council to plan, deliver and evaluate Employee Health and Wellbeing initiatives to create a positive wellbeing environment and to support the Better Health at Work action plan
22.		Deliver health related training / briefing sessions for employees on wellbeing matters
23.		Develop and disseminate health and wellbeing information (i.e. Intranet / KYIT Articles) providing advice on various health topics to promote the service and general wellbeing.
24.		Actively take part in and support wider Human Resources Directorate initiatives and support the Council in achieving quality standards such as the Better Health at Work award.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.


Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Liz Purdy		Nov 2023
Job Description agreed by: (Post holder)

Job Description updated November 2023



PERSON SPECIFICATION


Job Title/Grade	Lead Occupational Health Advisor	N
Directorate / Service Area	Corporate Services	Human Resources
Post Ref:	POS003383	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Registered Nurse</p> <p>Diploma / Degree / Masters in Occupational Health Nursing or working towards</p> <p>Accredited Training for Health Screen Assessments including HAVs</p>	<p>Clinical Training in immunisation or willingness to undertake training.</p> <p>Health & safety qualification</p>	Application form
Experience	<p>Experience of delivering Occupational Health services to managers and/or employees</p> <p>Experience of providing Health screening and health surveillance activity.</p> <p>Proven track record in the planning and delivery of successful Health promotion initiatives.</p>	<p>Local Government or Public Sector Occupational Health experience</p> <p>Supervisory Experience</p>	Application / Interview

	Experience of working as part of a team		
Knowledge & Skills	<p>Ability to organise and manage own caseload and work as an autonomous practitioner</p> <p>IT skills including Microsoft Office – word & excel.</p> <p>Excellent communication skills both written and verbal (including ability to write clear and concise reports & presentations)</p> <p>Excellent organisational skills in order to deal with conflicting priorities and meet deadlines</p> <p>Excellent interpersonal skills with ability to relate to clients and managers</p> <p>Detailed knowledge and understanding of Occupational Health Nursing and all core Occupational Health services</p> <p>Sound understanding of Health and Safety legislation and the Equality Act</p> <p>Awareness of clinical governance issues and GDPR legislation</p>	<p>Knowledge of local government/teacher's terms and conditions of service.</p> <p>Knowledge of local government pension scheme/teachers pension scheme specifically in relation to ill health.</p>	Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Ability to handle difficult situations.</p> <p>Resilient</p> <p>Ability to work independently and use your own initiative</p>		Application / Interview

	Proactive in dealing with issues and projects		
Other requirements	Ability to undertake independent travel across the borough of Stockton on Tees		

Person Specification updated November 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: Human Resources
JOB TITLE: Lead Occupational Health Advisor	
GRADE: N	
JOB LOCATION / BUILDING: Municipal Buildings	
REPORTING TO: HR Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		X
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>	Y	

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		N
<p>Food Handlers: Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		N
<p>Night Workers: Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		N
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	Y	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	Y	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: *Liz Purdy – HR Manager*

updated: November 2023