



## Job Description

<b>Job title</b>	<b>Occupational Health Advisor</b>
<b>Area</b>	Wellocks – Nelson (UK Travel also required)
<b>Reporting to</b>	HR Business Partner

### Main Purpose of Job

The role of the Occupational Health Advisor is to plan, develop and deliver the Occupational Health and Wellbeing Service to the business, to improve attendance and offer improved wellbeing for colleagues, ensuring full compliance to Health and Safety regulations. The Occupational Health Advisor will primarily be responsible for providing both written and verbal advice in line with the absence management policy – return to work strategies, fitness for role, alternative duties, disability in the workplace and appropriate regulations.

The Occupational Health Advisor will undertake comprehensive evidence-based Occupational Health Assessments, provide risk-based intervention following exposure incidents, and offer expert Occupational Health advice in the management of sickness absence cases. Also, as a member of the People team, the Occupational Health Advisor will support the development of colleagues by sharing their expertise and support the building of others' competence in the management of health at work.

The Occupational Health Advisor will be required to maintain a presence across all sites and shift patterns.

### Key Responsibilities

#### Case Management

- Carry and 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.
- Work closely with the People team and line managers in relation to absence and ill-health case management.
- Deliver expert case management services, producing professional, comprehensive evidence-based reports concerning sickness absence, fitness for work, and other OH-related advice.
- Conduct workplace assessments and implement and workplace adjustments where required.

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Company Registration No. 04296795

- Assist in review meetings providing feedback on cases undertaken and outcomes.
- Produce an update report on all cases as determined by the agreed KPI specification.

## **Stakeholder Management**

- Provide evidence-based opinion, intervention and guidance relating to Occupational Health service and practices to the People team and line managers so that the Occupational Health provision can continuously improve its service and respond to the needs of colleagues.
- Provide professional and timely advice to managers, the People team and the Health and Safety team to assist their management of absence and ill health and to increase productivity and reduce sickness absence.
- Engage confidently with the People team, line managers and employees on additional health, safety, and wellbeing matters.

## **Health Surveillance**

- Implement and coordinate role-appropriate risk-based employee health surveillance screenings, vaccination, and health surveillance programmes in accordance with health and safety legislation.
- Assess the outcomes of medicals and health surveillance, ensuring accurate fitness advice is given and escalating when clinically necessary.
- Ensure full compliance with statutory responsibilities for health surveillance.

## **Further Occupational Health Support**

- Assess employees' fitness for their roles and identify and prevent work-related illnesses.
- Provide workplace assessments and report on potential risks to employee health.
- Adhere to Occupational Health policies, standards, procedures, and guidelines to ensure effective service delivery and practice.
- Maintain practice standards aligned with NMC regulations, legislation, and best practices to uphold professionalism.
- Maintain knowledge of relevant legislation and best practice relating to all occupational health issues.

## **Health Promotions**

- Coordinate and implement health promotion initiatives across all sites.
- Participate in relevant meetings and committees, including the coordination of the Mental Health First Aiders.
- Deliver training and educational programmes to raise awareness of health and well-being issues among managers and employees.
- Work with the People team and managers to promote a safe and healthy work environment.

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**Recruitment and Onboarding**

- Carry out pre-employment health screening to ensure fitness for work, adhering to best practice standards, policies and protocols.
- Advise managers regarding reasonable adjustments for new starters as appropriate.

**Administration**

- Schedule employee Occupational Health appointments as required.
- Maintain accurate and up-to-date health records in line with GDPR requirements.
- Maintain confidentiality of information and files in accordance with the set guidelines, current clinical best practice and code of ethics, GDPR, common law and the Human Rights Act 1998.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the Business.

**Knowledge & Experience**

Essential level of knowledge, qualification, training and experience necessary to enable the Jobholder to perform the job to an acceptable standard

**Skills & Experience**

- Qualified or Registered Nurse with a valid NMC PIN
- Formal Occupational Health Qualification Level 6 Diploma / Degree with proven experience in Occupational Health
- Full driving licence
- Good IT skills
- Formal Occupational Health Qualification Level 6 Diploma / Degree
- Experience in Occupational Health practice
- Awareness of relevant Health & Safety & Employment legislation and able to practically apply this within Occupational Health i.e health surveillance requirements, Equality act etc.
- First Aid trained
- Experience of Occupational Health within an Operations environment

**Personal Attributes**

- Excellent communication skills with the ability to influence others
- Positive outlook
- Collaborative approach with all stakeholders
- Good organisation with ability to work flexibly to achieve required deadlines in conjunction with ad hoc requests
- Strong attention to detail to ensure a professional and accurate output
- Operates in a professional and confidential manner at all times
- Maintains good organisational skills

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Behaviors	<p><b><u>Customer Care</u></b> Committed to supplying outstanding quality, value and service to internal and external customers</p> <p><b><u>Can do Attitude</u></b> Maintains a positive outlook, motivated to make things happen and passionate about seeing our business succeed</p> <p><b><u>Fresh Thinking</u></b> A willingness to look for new ways to grow and improve our business and always open to new ideas and opportunities</p> <p><b><u>Working Effectively</u></b> Consistently working to deliver the right result every time in the most effective way.</p> <p><b><u>Personal Responsibility</u></b> Acting with integrity, trust and pride. Taking responsibility for our duties and being accountable for our actions</p> <p><b><u>Dignity &amp; Respect</u></b> Being mindful of individual needs and treating people as we wish to be treated. Embracing diversity and empathising with others.</p> <p><b><u>Communicating Effectively</u></b> Communicating in a timely effective and appropriate manner.</p> <p><b><u>Team</u></b> Working as one team by supporting each other and working collaboratively.</p>
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*This job description suggests in general terms, the type and level of work performed as well as the typical responsibilities of employees in this role. The key responsibilities and tasks described are not all-inclusive and the Company may, at its absolute discretion, vary, modify or change the duties of different positions and to make reasonable accommodations so that employees can perform the essential functions of the role to meet the needs of the business. This job description does not change the employment terms and conditions existing between the Company and its employees.*

Agreement	
Job holder name	
Signature	
Date	
Approved by	
Job title	
Signature	

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Date	
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