



## **THE ROLE**

### **Occupational Health Nurse Advisor**

<b>Department:</b>	<b>HR &amp; Organisational Development</b>
<b>Role Code:</b>	<b>HR12</b>
<b>Grade:</b>	<b>8</b>
<b>Responsible to:</b>	<b>Occupational Health and Wellbeing Manager</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date Revised:</b>	<b>January 2019</b>

#### **Job Purpose:**

To protect and save life, property and the environment by contributing to and ensuring the provision of a high quality comprehensive and pro-active service. Carrying out case management, health assessments and developing preventative health programmes.

#### **Main Duties and Responsibilities:**

1. Undertakes Management Referrals providing comprehensive advice to the relevant Human Resources/Management contact.
2. Develops and maintains close working relationships with Health and Safety, Human Resources, Fitness Team and Managers to achieve acceptance and compliance with practices and procedures devised to improve health, safety and wellbeing.
3. Carries out specific health surveillance using standardised health and lifestyle questionnaires and specific clinical measurements. Maintains accurate and confidential Occupational Health (OH) records in a safe environment.
4. Develops and maintains own skills and knowledge in accordance with NMC guidelines to maintain registration annually.
5. Takes a lead role in the development of wellbeing initiatives liaising with other stakeholders in planning and delivery, e.g. HR, Health and Safety, Service Fitness Team and Union Representatives. Assists in project development to enhance the delivery of Occupational Health Services.

## Role Profile

6. To attend relevant meetings as a representative of the ECFRS OH department, as directed by the OH Manager, to contribute specialist advice.
7. Arrange station and department visits, occasionally as a work base, to engage with colleagues across the service, developing relationships, explaining the role and function of occupational health and acting as an ambassador for Wellbeing, occupational health and fitness team.
8. To support the OH Manager in the smooth running of the department by assisting with policy development and covering appropriate duties and responsibilities in the absence of the OH Manager.
9. Accurately records and interprets data, assisting the OH Manager in processing data to produce clear and concise reports.
10. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.
11. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
12. Any other duties commensurate with the responsibilities and grading of the post.