**OH UNIT MANAGER**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Registered Nurse (Part 1 of NMC Register) and Occupational Health qualification (Part 3 of NMC Register) | AF/C |
| **WORK EXPERIENCE** | Experience of:  Managing and leading a team, with responsibility for both people and process.  Delivery of health surveillance and vaccination programmes  Managing a clinical caseload  Budget management in accordance with financial regulations  Actively seeking networking opportunities to aid in benchmarking evaluations and best practice | AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | The ability to:  Work at a senior level within an Occupational Health Unit  Be accountable and supportive of team working and demonstrate a collaborative approach to Occupational Health projects  Strong interpersonal skills that demonstrate a customer focus approach to Occupational Health Service Delivery  Excellent communications skills both written and verbal  The ability to influence and work in partnership with employees at all levels and to establish and build networking contacts with other professional bodies, local authorities, emergency services and utilise these to the full benefit of the Service  To fully utilise IT including Microsoft Word, Powerpoint etc.  To devise and manage Health Initiatives and strategy to improve health and general wellbeing  To demonstrate a high level of integrity and confidentiality when handling sensitive information and data.  Prepare and produce comprehensive reports  Deliver effective presentations  Work on own initiative and as part of a team  Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **OTHER** | Must be willing and able to work a flexible pattern of hours to meet Service requirements outside of core time operating as a senior manager within the organisation.  Current UK driving licence or the ability to commute between locations as necessary.  Understand and promote Diversity and Equality issues.  Understand and promote relevant H&S legislation.  **NB: This post will be subject to an enhanced DBS check prior to appointment** | AF/I  AF/I  AF/I  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates