**TITLE OF POST: OCCUPATIONAL HEALTH UNIT MANAGER**

**GRADE: POG**

**RESPONSIBLE TO: HEAD OF HUMAN RESOURCES**

**MAIN PURPOSE OF JOB:**

The Occupational Health Manager is responsible for ensuring the management and delivery of the Service’s occupational health function to support the vision and delivery of Creating the Safest Community.

Reporting to the Head of HR, you will contribute to our strategic goals by shaping and driving the Health and Wellbeing Agenda, through the management departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 MANAGEMENT DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. Supporting the Head of HR to efficiently manage and deliver departmental activities within the Service.
  3. Working closely with the Head of HR to manage the implementation of the Authority’s strategic and Integrated Risk Management Plans.
  4. Supporting the Head of HR in the development and evaluation of strategic organisational projects and activities relative to the work of the occupational health department by applying appropriate management strategies.
  5. Manage the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. Supporting the Head of HR in the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
  8. Encourage appropriate and robust quality and assurance systems within the department.
  9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Manage the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Working with the Head of HR to drive the performance of our people through transparent, structured Personal Development Plans. Manage performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
  14. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. Participation in the provision of Occupational Health Services with partners and clients through delivery of a range of services as outlined during due diligence.
  2. To develop, manage and administer a range of health assessments, questionnaires and appointments, providing advice on any matters pertaining to health and wellbeing.
  3. To formulate health and wellbeing initiatives, in order to improve the health and general well-being across the service.
  4. Active management of casework, liaising and working in partnership with line managers, HR and employees to ensure proactive management of attendance at work.
  5. To liaise with employees, general practitioners, hospitals, specialist agencies and other Service managers as appropriate.
  6. To identify and investigate injuries and changes in health attributed to employment, to advise on preventative measures and methods.
  7. To provide emergency cover (out of hours) for incidents and other emergencies, which require OHU support.
  8. To be responsible for the safe storage and use of mendicants, drugs and clinical equipment.
  9. To assist the Service's Health and Safety Officer in the inspection of the workplace, considering the environmental effects upon health, to propose action plans for improvement.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

Cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
  2. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.