**TITLE OF POST: OCCUPATIONAL HEALTH NURSE ADVISOR**

**GRADE: SO2 SCP 32-34**

**RESPONSIBLE TO: OCCUPATIONAL HEALTH MANAGER**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Occupational Health Manager to assist in the provision of a comprehensive Occupational Health service whilst ensuring the effective use of resources and deliver exceptional services to our community and key stakeholders to support the vision and delivery of Creating the Safest Community.

Reporting to the Occupational Health Manager, you will contribute to our strategic goals through the management of departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 SUPERVISORY DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. Supporting the Occupational Health Manager to efficiently manage and deliver Occupational Health activities within the Service.
  3. Contributing to the development of strategic organisational projects and activities relative to the work of the department by applying appropriate strategies.
  4. Contribute to the development of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  5. Continuously review working practices to identify change programmes to promote continuous improvement.
  6. Encourage appropriate and robust quality and assurance systems within the department.
  7. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  8. Contribute to the preparation and production of quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  9. Contribute to the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  10. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
  11. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. To provide knowledge, experience and guidance to other colleagues.
  2. Take responsibility for projects of significant value and/or risk.
  3. Analyse and prioritise spend activity and identify key areas for cost savings.
  4. To work closely with the Occupational Health Manager in the delivery of the department’s aims and objectives.

* 1. Provide advice and guidance to Service personnel with regard to health queries and issues.
  2. To supervise and coordinate the work of other team members as appropriate.
  3. Represent the function at internal and external meetings and events.
  4. Develop and produce a variety of management and departmental reports.
  5. To attend internal and external training courses as necessary.
  6. Identify and recommend to the Occupational Health Manager areas of potential 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. 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 as appropriate.

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.