

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Occupational Health Nurse / Advisor

Vacancy ID: 008612

Salary: £36,379.00 - £40,057.00 Annually

Closing Date: 08/04/2018

Benefits & Grade

Grade Q

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Looking for a new challenge?

Want to play a key role in employee health and well-being?

Want to work within a high performing, ambitious Council?

We are looking to establish an in-house Occupational Health Nurse service to help build capacity and resilience in the Council by improving the health and wellbeing of our employees. This is an exciting opportunity to work across the Council's services and Senior Management Teams as well as with service level agreements with other Councils, schools and academies in the borough. Closely working with managers, HR Advisors, public health and health and safety teams you will provide proactive occupational health advice and support including health promotions, health surveillance, attendance, management and workplace health advice.

The ideal candidate will;

- Be a Registered nurse with a suitable specialist post-registration qualification in Occupational Nursing at degree level or equivalent and also be recorded as a Senior Practitioner with the NMC
- Have experience in occupational health within a public sector setting or similar large, multi-functional organisation
- Have accredited health surveillance training
- Be able to demonstrate collaborative working with other professionals
- Be an effective communicator and able to positively influence and engage others at all levels
- Have excellent organisational skills and the ability to work independently
- Demonstrate the highest levels of clinical competence and professional standards at all times

Darlington Borough Council strives to put customers first both internal and external and will do the best it can for the people of Darlington.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Helen Whiting, HR Manager, Policy and Strategy 01325 405469 or Karen Bennett, HR Advisor, Policy and Strategy on 01325 405480.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICE AND RESOURCE

JOB DESCRIPTION

<u>POST TITLE :</u>	Occupational Health Nurse / Advisor
<u>GRADE :</u>	Grade Q
<u>JOB EVALUATION NO.</u>	E3415
<u>REPORTING RELATIONSHIP</u>	HR Manager Policy and Strategy
<u>JOB PURPOSE :</u>	To lead and deliver a comprehensive and competent Occupational Health (OH) service to the Council and relevant Service Level Agreements in place. Contribute to improving employee health and wellbeing and building resilience in the workforce.
<u>POST NO.</u>	D13947
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies

MAIN DUTIES/RESPONSIBILITIES

1. Assist in the management of workplace risks and improving the working environment.
2. Provide employee support services across a range of health and wellbeing initiatives.
3. Develop a proactive approach to the management of sickness absence.
4. Play a proactive role in developing the OH service.
5. Identify and contribute to addressing issues which can affect the health and wellbeing of the workforce.
6. Assist in the management of contracts including procurement of services where appropriate.
7. Liaise with partner organisations in the delivery of support for employees.
8. Develop a good understanding of the Council and its services, including the variety of job roles and their requirements and competencies.
9. Work alongside Health and Safety and managers to ensure that the expertise of OH is fully utilised as appropriate.
10. Undertake medical assessments and provide objective, independent, comprehensive medical advice about measures to prevent or resolve health problems. Advice should be practical, clear and unambiguous, with a focus on what the employee can do to remain at or return to work, what the manager / HR can do to facilitate this in the short, medium and longer terms.

11. Provide comprehensive and timely reports following medical examinations / assessments on the fitness of the employee based on evidence based practice, with sufficient detail to enable management decisions to be made.
12. Obtain the informed written consent of employees before disclosing medical information.
13. Ensure that the service is delivered in accordance with professional standards.
14. Work under the clinical direction of the relevant OH Physician service.
15. Provide support in the event of any health related Employment Tribunal claims or Civil Personal Injury claims.
16. Contribute towards the development of Council policies, procedures, standards, guidance and training.
17. Undertake administrative duties associated with OH, wellbeing and clinical duties. Ensure safe and secure storage of records are kept as required by law retention policies.

Health Surveillance and Risk Assessment

18. Work alongside managers to identify employees who require health surveillance, providing recommendations on the frequency of appointments and techniques appropriate to identify any signs of ill health which may arise from exposure to a particular hazard.
19. Coordinate efforts with managers to re-evaluate working practices to prevent the possibility of any adverse health event occurring.
20. Be aware of changes to the working environment and undertake workplace visits to identify factors or potential hazards that may impact of the health of employees and feedback on findings as appropriate.
21. Undertake routine health surveillance procedures, periodic health assessments and evaluate the results as required by law, ensuring early referral to an OH Physician / appropriate specialist as appropriate.
22. Undertake and / or contribute to risk assessments and provide appropriate advice.
23. Manage and deliver immunisation programmes.

Pre-employment Screening

24. In conjunction with Human Resources (HR), develop an effective pre-employment screening service.
25. Undertake pre-employment health screening to evaluate a potential employee's fitness in relation to the risks and hazards of the job, environment and activities. Carry out relevant screening referring as appropriate to an OH Physician.
26. Provide advice and support measures as appropriate.

Attendance Management

27. Work with managers and HR to effectively manage sickness absence.
28. In conjunction with HR, develop transparent referral procedures to ensure medical confidentiality and appropriate appointments are made for medical assessments, referring to an OH Physician as appropriate.

29. Work closely with the OH Physician and other OH therapists to case manage referrals, referring complex cases where necessary and liaising with GP's and specialists for medical reports.
30. Recommend attendance for Counselling / Physiotherapy treatment where necessary and signpost to other specialist areas for support / treatment.
31. Participate in case conferences with regard to complex cases and management issues to determine the appropriate course of action in relation to an employee's return to work, rehabilitation, redeployment or termination of employment.

Health Promotion, Liaison and Advice

32. Be a catalyst for changes in the workplace that lead to primary interventions.
33. Work with HR and service areas to deliver workplace health promotion, including involvement in planning, delivery and evaluating health promotion and activities.
34. Act as a provider of information, instruction and training and be a first point of contact for health related questions and problems and support training on managing health issues and risks.
35. Provide useful advice at corporate, senior and manager levels on strategic and practical management of work related health issues.
36. Play an active role in initiatives and interventions to enable managers and employees to identify work related stress and to promote the positive mental health of the workforce.
37. Provide advice and guidance on changes in legislation as they occur and on action needed to ensure compliance.

Performance Monitoring, Review and Data Analysis

38. Devise suitable, sufficient and appropriate audit tools and methods of monitoring and reviewing service delivery.
39. Participate in benchmarking and networking with other OH professionals to ensure high standards of service provision.
40. Provide summary and service level data on work volumes, costs and performance against targets, as well as analysis on the types of cases and interventions used.
41. Develop, implement and maintain secure systems for all employee health related records.
42. Adhere to the professional codes of conduct and ethics of the NMC / GMC

General

43. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
44. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
45. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.

- 46. Carry out your role in line with the Council's Equality agenda.
- 47. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
- 48. Any other duties of a similar nature related to this post that may be required from time-to-time.
- 49. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE. THIS WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : 22nd January 2018

DARLINGTON BOROUGH COUNCIL

NEIGHBOURHOOD SERVICE AND RESOURCE

PERSON SPECIFICATION

POST NO. D13947

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Registered General Nurse (1 st Level)	E	
2	Degree in Occupational Health, Occupational Health Nursing Certificate or equivalent	E	
3	Recorded as a specialist practitioner with the NMC	E	
4	Clinical training in immunisation	E	
5	Accredited training for health screening assessments	E	
Experience & Knowledge			
6	Approx. 2 years post registration experience in occupational nursing	E	
7	Recent working knowledge and application of legislation relating to OH	E	
8	Experience occupational health within a public sector setting or similar large, multi-functional organisation	E	
9	Knowledge of the operation of specialist equipment appropriate to OH practices and services	E	
10	Approx. 2 years' experience of carrying out an effective Health Surveillance programme	E	
11	Experience in developing and delivering training / awareness sessions	E	
12	Experience of dealing sensitively with health, sickness and wellbeing issues	E	
13	Awareness of clinical governance issues	E	
Skills			
14	Ability to present information in a logical and systematic manner	E	
15	Ability to organise and prioritise own work with minimum supervision	E	
16	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
17	Ability to work collaboratively with other professionals	E	
18	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
19	Ability to research, identify the key issues and communicate these successfully	E	

20	Ability to work to broad guidelines and to use discretion and act on own initiative as required.	E	
21	Ability to anticipate and highlight issues that need to be taken into account	E	
22	IT Literate, capable of using MS Word / Excel and office packages	E	
23	Ability to maintain accurate records	E	
	Personal Attributes		
24	Ability to work successfully as part of a team	E	
25	Committed to high standards of service	E	
26	Enthusiastic and committed to service improvements	E	
	Special Requirements		
27	Flexible approach to working time arrangements to meet service requirements	E	
28	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
29	Capable of independent travel to carry out the requirements of the post	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.