

TITLE OF POST: OCCUPATIONAL HEALTH ADVISOR
GRADE: SO2
RESPONSIBLE TO: OCCUPATIONAL HEALTH MANAGER

MAIN PURPOSE OF JOB:

Under the guidance of the Occupational Health Manager you are to assist in the provision of a comprehensive occupational health service whilst ensuring the effective use of resources. To provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

1 PROFESSIONAL DUTIES

- 1.1 To promote the Service Vision, 'Creating the Safest Community'.
- 1.2 To work effectively and efficiently to provide a professional service in the delivery of the department's aims and objectives.
- 1.3 To maintain appropriate and robust information systems within the department.
- 1.4 To proactively maintain positive and effective liaison links with organisations and partners as appropriate.
- 1.5 To prepare the production of a variety of quality information for inclusion in management and departmental reports.
- 1.6 To ensure compliance with Data Protection regulations and ensure data security is maintained.
- 1.7 To ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.
- 1.8 To proactively identify and recommend areas of potential improvement with professional and/or technical services.
- 1.9 To professionally represent the function at internal and external meetings and events.
- 1.10 To be responsible for internal processes and services of professional and/or technical services. This could also require line management responsibilities.
- 1.11 To support colleagues with complex and escalated work as required.
- 1.12 To attend internal and external training courses as necessary.
- 1.13 To undertake any other duties as appropriate to the role.

2 ROLE SPECIFIC DUTIES

- 2.1 To provide knowledge, experience and guidance to other colleagues.
- 2.2 Take responsibility for projects of significant value and/or risk.
- 2.3 Analyse and prioritise spend activity and identify key areas for cost savings.
- 2.4 To work closely with the Occupational Health Manager in the delivery of the department's aims and objectives.
- 2.5 Provide advice and guidance to Service personnel with regard to health queries and issues.
- 2.6 To supervise and coordinate the work of other team members as appropriate.
- 2.7 Represent the function at internal and external meetings and events.
- 2.8 Develop and produce a variety of management and departmental reports.
- 2.9 To attend internal and external training courses as necessary.
- 2.10 Identify and recommend to the Occupational Health Manager areas of potential improvement.

3 HEALTH AND SAFETY (GENERAL POLICY)

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
- 3.2 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.
- 3.3 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

4 EQUALITY AND DIVERSITY (GENERAL POLICY)

- 4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service's core values.
- 4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

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

5 SAFEGUARDING

5.1 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.