

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Corporate Services		Service Area: People & OD	
JOB TITLE: Occupational Health Nurse			
GRADE: N			
REPORTING TO: TBC			
1.	JOB SUMMARY: The Occupational Health Nurse plays a key role in supporting the Council's commitment to creating a healthy, safe and inclusive workplace where colleagues can thrive. Working within the People & OD Service, the post holder will provide expert occupational health advice and support to employees, managers and schools purchasing the service. The role will deliver both preventative and reactive occupational health interventions, including health surveillance, fitness for work assessments, sickness absence management, return to work planning and workplace adjustments. Working collaboratively with managers, healthcare professionals and People & OD colleagues, the post holder will support positive health outcomes, help colleagues remain in or return to work safely, and contribute to the delivery of health promotion and wellbeing initiatives. All advice and recommendations will be evidence-based and aligned with professional standards, legislation and occupational health best practice.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	General:		
	1.	Lead the delivery and continuous improvement of a professional Occupational Health Service, ensuring compliance with relevant legislation, professional standards and best practice	
	2.	Build effective relationships with employees, managers, People & OD colleagues, and external providers.	
	3.	Represent the Occupational Health Service at meetings, working groups and case conferences, providing professional advice and expertise.	
	4.	Contribute to the development, procurement and evaluation of occupational health, wellbeing and employee support services.	
	5.	Champion equality, diversity and inclusion, ensuring advice and recommendations are fair, objective and evidence-based.	

	6.	Maintain accurate and confidential occupational health records in accordance with professional and legislative requirements.
	7.	Keep abreast of developments in occupational health practice, legislation and clinical guidance, applying learning to continuously improve service delivery and outcomes.
	Pre-employment	
	8.	Undertake pre-employment health assessments and provide evidence-based advice on fitness for work, including any support requirements or workplace adjustments.
	9.	Provide timely, objective and legally compliant advice to recruiting managers and People & OD colleagues.
	10.	Support inclusive recruitment practices by ensuring recommendations are fair, proportionate and non-discriminatory.
	Health Surveillance & Immunisation	
	11.	Work with managers and Health & Safety colleagues to identify employees requiring health surveillance and determine appropriate monitoring arrangements.
	12.	Deliver statutory health surveillance programmes and make referrals to the Occupational Health Physician where required
	13.	Undertake workplace visits, risk assessments and provide professional advice on occupational health risks and controls.
	14.	Undertake and / or contribute to risk assessments and provide appropriate advice.
	15.	Manage the delivery of immunisation programmes and other preventative health initiatives where required.
	Medical Referrals	
	16.	Undertake occupational health assessments and provide evidence-based advice relating to sickness absence, fitness for work, rehabilitation and workplace adjustments.
	17.	Advise managers and employees on phased returns, reasonable adjustments, redeployment and other measures that support continued employment.
	18.	Work collaboratively with managers, healthcare professionals and People & OD colleagues to facilitate safe and sustainable returns to work.
	19.	Produce clear, objective occupational health reports that support informed management decisions whilst maintaining confidentiality.
	20.	Support the early identification and management of health-related issues impacting attendance, performance or wellbeing.
	Health Promotion	
	21.	Support the planning, delivery and evaluation of health and wellbeing initiatives that contribute to a healthy and productive workforce.
	22.	Provide occupational health input into relevant policies, strategies and organisational initiatives.

	23.	Deliver health-related briefings and disseminate wellbeing information to employees and managers.
	24.	Contribute to wider People & OD initiatives and the achievement of recognised wellbeing standards and accreditations.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description updated October 2026

PERSON SPECIFICATION

Job Title/Grade	Occupational Health Nurse	N
Directorate / Service Area	Corporate Services	People & OD

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications & Registration	<ul style="list-style-type: none"> Registered Nurse with a recognised Occupational Health qualification (Degree, Diploma or SCPHN Occupational Health Nursing) or able to demonstrate significant Occupational Health experience at an equivalent level. Evidence of continuing professional development relevant to Occupational Health practice Current registration with the Nursing and Midwifery Council (NMC) with no restrictions on practice. 	<ul style="list-style-type: none"> Post Registration qualification: Degree, Diploma or Specialist Community Public Health Nursing (SCPHN) qualification in Occupational Health Nursing. NEBOSH certificate 	Application form
Experience	<ul style="list-style-type: none"> Significant post registration experience in Occupational Health Experience managing complex casework and influencing organisational decisions 	<ul style="list-style-type: none"> Experience of working within local government or the public sector. Experience of delivering occupational health vaccination programmes, including seasonal influenza. 	Application / Interview

	<ul style="list-style-type: none"> • Experience of managing sickness absence cases, fitness for work assessments, rehabilitation programmes and return to work planning. • Experience of providing advice on reasonable adjustments and the application of equality legislation in the workplace. • Experience of delivering health surveillance and immunisation programmes. 		
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to organise, prioritise and coordinate own work • IT skills including Microsoft Office. • Excellent communication skills both written and verbal (including ability to write clear and concise reports & presentations) • Ability to work autonomously and manage a varied caseload • Excellent organisational skills in order to deal with conflicting priorities and meet deadlines • Excellent interpersonal skills with ability to relate to clients and managers • Sound understanding of Health and Safety legislation and the Equality Act • Awareness of clinical governance issues and GDPR legislation 	<ul style="list-style-type: none"> • Knowledge of local government/teacher's terms and conditions of service. • Knowledge of local government pension scheme/teachers pension scheme specifically in relation to ill health. • Evidence of training and competence in the administration of vaccinations and immunisations, including management of anaphylaxis and vaccine storage and handling 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Ability to handle difficult situations. • Resilient • Proactive in dealing with issues and projects 		Application / Interview

	<ul style="list-style-type: none">• Ability to work corporately		
Other requirements	<ul style="list-style-type: none">• Ability to undertake independent travel across the borough of Stockton on Tees		

Person Specification updated October 2026

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: People & OD
JOB TITLE: Occupational Health Nurse	
GRADE: N	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: TBC	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date: October 2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk