



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Occupational Health Practitioner/ Senior Occupational Health Practitioner (Health and Wellbeing Adviser)	Grade: Link Grade- PO4 to PO5
Section: Human Resources	Directorate: Change and Innovation Directorate
Responsible to following manager: Health and Wellbeing Manager	Responsible for following staff: N/A
Post Number/s: RWR6037, RWR6040, RWR1122	Last review date: 2023

Working for the Richmond & Wandsworth Better Service Partnership

We’re Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children’s services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We’re here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That’s why, at Richmond & Wandsworth Better Service Partnership, you’ll be at the forefront of innovation in local government, and we’ll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To support the Health and Wellbeing Manager in delivering a full range of high quality, responsive and proactive Occupational Health and Wellbeing services using specialist knowledge and expertise gained from working across different organisations.



Specific Duties and Responsibilities

- 1. To oversee the pre-employment health assessment process, including conducting pre-employment health interviews, keeping directorates informed as necessary. Advice may affect decisions that affects an individual’s future employment.
- 2. To deal with increasingly difficult case management, maintain effective liaison with the Occupational Health Deputy Manager and Manager to ensure consistency in approach and reflective practice. Advice may affect decisions that affects an individual’s future employment.
- 3. To participate in case conferences and case progress meetings with line managers and HR colleagues subsequently advising directorates where appropriate. Advice may affect decisions that affects an individual’s future employment.
- 4. To ensure the maintenance and security of employees' confidential medical records.
- 5. To advise managers, HR colleagues and employees on the full range of occupational health matters using specialist knowledge gain through working in a variety of nurse and Occupational Health settings.
- 6. In response to enquiries and as directed by the H&WB Manager, to provide information and advice to directorates on compliance with statutory obligations and best practice.
- 7. To take the lead to strategically look at the needs of the organisation in relation to health promotion, leading to the development and delivery of specific initiatives.
- 8. To assist with the maintenance of occupational health-related statistics and contribute to associated reports, as necessary and identify appropriate interventions coming from analysing sickness data and other organisational metrics.
- 9. To maintain current professional knowledge and competence to achieve best practice in the occupational health field.
- 10. To assist with the maintenance and updating of health and wellbeing guidance and policy documents.

Progression Criteria



Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Head of Human Resources. If it is established that there is a need, then the post holder will be subject to a full assessment about their ability to work at the higher level.

Additional Criteria for progression to P05 of the linked grade- Individual must be undertaking at least 5 of these:

- To have overall responsibility for the management of the pre-employment health assessments to ensure the process is well managed by the team and that performance indicators are met. Advice any affect decisions that affects an individual’s future employment.
- To have overall responsibility for health promotion initiatives including items staff newsletter, monthly – bimonthly bulletins and co-ordination of health promotion events/ webinars etc.
- To apply high level specialist knowledge to case work and delivery of Occupational Services i.e. mental health, chronic health conditions, clinical audit etc.
- To deal with complex case work which would formally have been dealt with by Occupational Health Physician. Advice any affect decisions that affects an individual’s future employment.
- To gather information for pension case applications
- To make decisions and offer advice at a high level which follow ensure compliance with legal polices like the Equality Act 2010 which could be defended at an Employment tribunal and which could affect an individual’s future employment.
- To embed an organisational approach to mental health across the organisation, including supervision of health champions to support mental health in the Directorates.
- To lead on specific projects, as determined by the Health and Wellbeing Manager/ Deputy Manager.
- To deputise in the absence of the Health and Wellbeing Manager/ Deputy, including supervision of the OH administrators.

Generic Duties and Responsibilities



- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- To work with a full range of staff, including those who may have serious illnesses or other medical conditions.
- To work in a centralised, multi-site HR Service servicing between the London Borough of Richmond-upon-Thames and the London Borough of Wandsworth.
- Ability to work 36 hours per week with some degree of home working and flexibility to cover face to face clinics, mainly at Wandsworth Town Hall.

Team structure

Occupational Health / Health and Wellbeing Manager is responsible for Occupational Health Deputy Manager, 2 OH Practitioners, 2 administrators and a Consultant OH Physician. The OH Manager reports into Head of HR Business Partners and the Head of Human Resources.



Person Specification

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Our Values

THINK BIGGER
EMBRACE DIFFERENCE
CONNECT BETTER
LEAD BY EXAMPLE
PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the principles governing occupational health and health and safety at work	Yes		A/I
Experience	Essential	Desirable	Assessed
Post qualification experience in all Occupational Health practices	Yes		A/I
Extensive experience in case work, in relation to sickness absence, disability and advising on reasonable adjustments	Yes		A/I/T



Experience of organising of health promotion programmes		Yes	A/I
Skills	Essential	Desirable	Assessed
Effective oral and written communication skills for dealing with difficult customers and writing reports	Yes		A/I/T
Ability to be able to work and communicate effectively within a small team, including the supervision of the work of administrative support staff.	Yes		A/I
Proven investigative and analytical skills		Yes	A/I
Committed to the provisions of equality, diversity and inclusion for others, both colleagues and clients and maintain an awareness of the equality and diversity protocol	Yes		A/I
Proven track record of successfully managing projects or tasks, often with conflicting deadlines	Yes		I
Ability to demonstrate a flexible approach to work to meet ever-changing demands	Yes		I
Excellent IT skills including MS applications	Yes		A/I/T
Understanding of responsibilities of Children’s Act 2004 in relation to safeguarding children, young people and vulnerable adults as it applies to this role within the Council		Yes	A/I
Qualifications	Essential	Desirable	Assessed
Registered General Nurse with OH Certificate, Diploma or Degree- Part 3 on NMC Register	Yes		C

A – Application form / CV

I – Interview

T – Test

C - Certificate