**Job Profile comprising Job Description and Person Specification**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:**  **Occupational Health Practitioner** | **Grade**: PO2- PO4 |
| **Section:** Human Resources | **Directorate:** Resources |
| **Responsible to following manager:**  Health and Wellbeing Manager | **Responsible for following staff: N/A** |
| **Post Number/s:**  RWR6088  RWR6037  RWR6040 | **Last review date: July 2021** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To support the Occupational Health Manager in delivering a full range of high quality, responsive and proactive occupational health and wellbeing services.

To work with a full range of staff, including those who may have serious illnesses or other medical conditions.

To deputize for the Occupational Health Manager as appropriate.

To work in a centralised, multi-site HR Service servicing the Shared Staffing Arrangement between the London Borough of Richmond-upon-Thames and the London Borough of Wandsworth.

**Specific Duties and Responsibilities**

1. To oversee the pre-employment health assessment process, including conducting pre-employment health interviews, keeping directorates informed as necessary.

2. To assist with case management and maintain effective liaison with the Occupational Health Physician and Manager on health assessments of employees who have been referred to the Unit.

3. To ensure the maintenance and security of employees' confidential medical records.

4. To advise managers, HR colleagues and employees on the full range of occupational health matters including related hazards.

5. 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.

6. To carry out workplace assessments, as required for health-related issues and recommend occupational health-related measures for the prevention of ill health.

7. To support the delivery health promotion programs aimed at improving the health of the workforce.

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 PO3 of the linked grade.**

* To take the lead in the development and delivery of specific health promotion initiatives.
* To deal with increasingly difficult cases.
* To participate in case conferences and case progress meetings with line managers and HR colleagues subsequently advising directorates where appropriate.
* To gather information for pension case applications

**Additional Criteria for progression to P04 of the linked grade- Individual must be undertaking at least 6 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.
* To supervise the Health Screening Adviser in carrying out the pre-employment health assessments, monthly health promotion flyers, co-ordination of health promotion events 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 embed an organisational approach to mental health across the SSA, including supervision of health champions to deliver bitesize sessions to support mental health in the Directorates.
* To lead on specific projects, as determined by the Occupational Health Manager.
* To deal with complex case work which would formally have been dealt with by Occupational Health Physician.
* To make decisions and offer advice at a high level which could affect an individual’s future employment, which could be defended at an Employment tribunal.
* To deputise in the absence of the Health and Wellbeing Manager, including management of the OH administrators and Health Screening Adviser.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and system.
* 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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Team structure**

For the current structure please go to The Loop for internal staff. Details for external staff can be given at interview.

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:**  **Occupational Health Practitioner** | **Grade**: PO3/ PO4 |
| **Section: Human Resources** | **Directorate:** Resources |
| **Responsible to:**  **Health and Wellbeing Manager** | **Responsible for:** |
| **Post Number/s:** | **Last Review Date:** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

|  |  |
| --- | --- |
| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of the principles governing occupational health and health and safety at work | I |
| **Experience** | |
| Post qualification experience in all Occupational Health practices | A/I |
| Extensive experience in case work, in relation to sickness absence, disability and advising on reasonable adjustments | A/I |
| Experience of organising of health promotion programmes | A/I |
| **Skills** | |
| Effective oral and written communication skills for dealing with difficult customers and writing reports | 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. | A/I |
| Proven investigative and analytical skills | A/I |
| Proven track record of successfully managing projects or tasks, often with conflicting deadlines | 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 | I |
| Ability to demonstrate a flexible approach to work to meet ever-changing demands | I |
| 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 | A/I |
| Excellent IT skills including MS Office applications | A/I/T |
| **Qualifications** | |
| Registered General Nurse with OH Certificate, Diploma or Degree | A/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**