

## JOB DESCRIPTION

**Professional Service:** Human Resources - Safety, Health and Wellbeing Services  
(<http://www.exeter.ac.uk/staff/employment/abouthr/>)

**Post:** Occupational Health Advisor (Cornwall)

**Post No.:** P46209

**Grade:** Grade F

**Reporting to:** Occupational Health Manager

### **Main purpose of the job:**

To deliver an effective and focused occupational health service to staff of the University of Exeter based on sites in Cornwall.

### **Main Duties and Responsibilities:**

- (1) Pre-employment**
  - Make recommendations on fitness for work and reasonable adjustments for staff as appropriate.
- (2) Health assessments**
  - Assess and advise HR staff, managers and individuals who are referred to the Occupational Health Service (e.g. on account of sickness absence, disability, advice on reasonable adjustments, fitness to work etc.).
  - Assess and advise staff who 'self-refer' as necessary.
  - Provide follow-up assessments and advice as appropriate.
  - Refer staff for assessment by the Occupational Health Physician as appropriate.
  - Offer general health advice to members of staff who request it.
- (3) Health surveillance**
  - Undertake occupational screening / health surveillance in accordance with health and safety legislation as determined by the Head of Health and Safety.
  - Health assessments will include:
    - (a) Display screen equipment users (as appropriate following self-assessment)
    - (b) As required under the COSHH Regulations
    - (c) Manual handling operations
    - (d) Pregnant staff
    - (e) Night workers
- (4) Management support and advice**
  - Advise managers on occupational health issues, including those relating to the Equality Act and mental health issues.
  - Support managers and HR professionals to proactively manage employee health and wellbeing at work.
  - Appraise Human Resources team of any relevant changes to OH practice as deemed appropriate.
- (5) Staff counselling**

- Advice and support staff within own limitations and professional boundaries.
- Refer to, and promote, the Employee Assistance Programme as appropriate.
- Identify and monitor any local adverse trends and escalate to OH Manager.

**(6) Support for the Occupational Health Manager**

- Actively support the Occupational Health Manager by providing appropriate clinical leadership on the Cornwall sites.
- Accept any delegated responsibilities from the Occupational Health Manager.
- Provide OH Manager with agreed information and data for contribution into service statistics.

**(7) Support for the Occupational Health Physician**

- Offer support to the Occupational Health Physician, as necessary.

**(8) Health promotion**

- Assist with health promotion and wellbeing initiatives for the University.

**(9) Sickness monitoring**

- Support Human Resources staff and line managers in Cornwall to monitor trends in sickness absence data and, where appropriate, make recommendations for improvement.

**(10) Attendance at meetings**

- Meet the Occupational Health Manager and other members of the Safety and Occupational Health team, as required.
- Attend meetings within the University and externally as deemed necessary by the Occupational Health Manager (e.g. Health and Safety Committee, HR meetings).
- Attend meetings and training courses to contribute and enhance the wellbeing, welfare, health and working environment of university staff (e.g. health & safety, disability, equality and diversity, mental health issues etc.).

In addition, the Occupational Health Advisor will:

- Be a competent, experienced and autonomous practitioner who is accountable for their own actions and able to make competent clinical judgments regarding occupational health issues.
- Adhere to the NMC Professional Code of Conduct and their Guidelines.
- Ensure the health and safety of self and others whilst at work.
- Maintain high standards of confidentiality, protecting personal identifiable and sensitive information.
- Treat all contacts and staff equally, with dignity and respect.
- Maintain records and documents appropriately, ensuring that all aspects of professional practice and data protection legislation are followed and adhered to.
- Continually update professional knowledge specific to the role of Occupational Health Advisor, demonstrating appropriate evidence based practice.
- Maintain an up-to-date knowledge of relevant health and safety legislation.
- Develop and maintain links with external agencies (e.g. Access to Work, substance abuse and mental health services, General Practitioners etc.).
- Participate in the University's Performance and Development Review scheme.

(This job description is not exhaustive but is intended to summarise the main duties and accountabilities of the post holder: the post holder may be required to undertake other duties of similar level and responsibility).

**Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	RGN with current registration with Nursing and Midwifery Council ((NMC) Part 1  Degree level (or equivalent) qualification in	Registered as a SCPHN on NMC register

	<p>occupational health nursing</p> <p>Sound educational background including a good standard of numeracy and written English (English language O level / GCSE grade C or above)</p>	
Skills and Understanding	<p>Able to demonstrate a good track record of giving occupational health advice, guidance and support to managers and employees</p> <p>Clear grounding in evidence based practice</p> <p>Expert knowledge for advising employees who are off work due to ill-health or returning to work following ill-health</p> <p>Able to demonstrate a clear understanding of professional accountability in the scope of professional practice</p> <p>Ability to work autonomously, using own initiative, as well as working collaboratively with a wider team</p> <p>Evidence of relevant continuing professional practice in field of occupational health nursing</p> <p>Excellent verbal and written communication skills</p> <p>Ability to keep appropriate, thorough, accurate case notes ensuring compliance with confidentiality, professional standards and data protection legislation</p>	<p>Use of Excel spreadsheets and ability to manipulate data for report writing purposes</p> <p>Previous experience of advising, supporting and managing employees with acute and chronic mental health issues</p>
Prior Experience	<p>Minimum of 3 years post OH qualification experience</p> <p>Ability to undertake and analyse health surveillance checks and data in accordance with current health and safety legislation and best practice</p> <p>Proven experience in interacting and advising managers effectively at all levels of an organisation, taking into account both the employer's and employee's requirements</p> <p>Good IT skills including Microsoft Office</p> <p>Experience of working with employees from a diverse range of backgrounds, working in a diverse range of roles</p> <p>Experience of working autonomously as well as in a team</p>	<p>Experience of working in a nurse led service</p> <p>Experience of working with databases</p> <p>Knowledge and experience of working in higher education</p> <p>Knowledge of support networks in Cornwall in order to signpost employees requiring additional or alternative help or support</p>
Behavioural	Confident, assertive, tactful, diplomatic and	

Characteristics	<p>empathetic when dealing with managers, employees and HR professionals</p> <p>Must be organised with ability to plan and prioritise work activities even when under pressure (e.g. to meet deadlines)</p> <p>Ability to remain calm, adaptable and professional within a busy environment and when dealing with challenging people</p> <p>Demonstrate a self-motivated and proactive approach to work</p> <p>Ability to accept and act on constructive feedback</p> <p>Participate in the university's Performance and Development Review process</p> <p>Commitment to continuing professional development</p>	
Circumstances	<p>Must hold a current driving licence and be prepared to drive own vehicle or university hire vehicles as deemed necessary</p> <p>Must be prepared to travel to Exeter campuses on a regular basis, as deemed necessary</p>	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Serena Horrell-Occupational health Manager, telephone (01392) 725025 or email [s.horrell@exeter.ac.uk](mailto:s.horrell@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be circa £32,590 - £36,661 pro rata subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Hours of work will be 21.9 hours per week worked by arrangement with your line manager.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information. Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **28<sup>TH</sup> May 2014**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.