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| Service and job specific context statement | |
| **Directorate:** | Central Services |
| **Service:** | Health and Wellbeing Services |
| **Post title:** | Occupational Health Adviser |
| **Grade:** | L |
| **Responsible to:** | Senior Occupational Health Adviser |
| **Staff managed:** | None |
| **Date of issue:** | January 2017 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Health & Wellbeing Service is a nurse led mainly telephone based service, based at County Hall in Northallerton with ad hoc services provided through on-site clinics at Skipton, Scarborough, Selby, Harrogate, and Malton. Health and Wellbeing provides a service for Council employees, Schools and Academies and external contracts. The post holder is part of a new team of occupational health advisers providing advice and guidance to clients and managers on employment related health matters and health promotion activity.  North Yorkshire County Council has also taken responsibility for Public Health provision, and this role will is critical in developing and delivering public health initiatives within the Councils workforce, working alongside the line manager and public health consultants to deliver. |

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| **Structure** |
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| Job Description | |
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| Job purpose | Working with the line manager, organise and provide a clinical advice service for occupational health, health promotion and health surveillance programmes to the Council and contracted employers. By working clinically as a member of the nursing team the postholder will ensure a high standard of advice and guidance is given to clients and managers within the Council and external contracts on work related health matters.  In addition to providing comprehensive general OH services, work proactively with staff and managers with whom the service contracts to promote health and wellbeing. The effective management of clinical risk reporting to the line manager, within the OH risk and governance framework. |
| Operational management | * To provide a peripatetic occupational health service to clients of North Yorkshire County Council to give advice, guidance and support on work related health matters including suitability for employment, fitness to work and rehabilitation to the required professional standards in compliance with legislation and local NYCC policies. * Contribute to the development and delivery and evaluation of effective and efficient health promotion activity for staff within the Council, Schools and external clients ensuring that the department delivers a value for money service. * Use clinical skills and knowledge to give specialist advice and support to peer group staff, clients and managers, highlighting areas of opportunity for process and service development that secures increased efficiency of service delivery and promotes proactive health promotion and ill health prevention. * Provide clinical and professional leadership, advice and guidance to clinical and non-clinical staff in Health and Wellbeing Services and foster collaborative partnerships with other Services and disciplines. * Liaise with the multidisciplinary team in and take a lead in planning H&WB services. * Deliver health surveillance programmes for the Council and external contracts which identifies and delivers against current health and safety standards and providing evaluation and impact assessment of effectiveness of health and wellbeing interventions and collaborative working. * Lead and facilitate as delegated the development and implementation of H&WB service objectives. * Participate in the supervision of clinical nursing practice to ensure safe and effective evidence based advice and guidance is given to clients and managers. * Lead in the development of clinical standards ensuring these are set, embedded and monitored in accordance with the needs of the service in conjunction with the line manager. |
| Communications | * Represent the Health and Wellbeing Services at Council wide forums, inter agency meetings and external meetings and forums deputising for the line manager when required. * Actively take part in and support wider Human Resources Directorate initiatives and issues * Build and maintain positive and effective relationships with individuals and specific groups in a sensitive and mediating way to give advice, guidance and influence behaviour change, communicating effectively within the OH Team, clients and across operational boundaries. * Provide written occupational health reports to managers giving effective advice on employment related health matters, including suitability for employment, fitness to work and rehabilitation to the required professional standards in compliance with legislation and local NYCC policies highlighting the need for coaching and or learning for management (where applicable) and providing solutions for these needs. * Ensure effective clinical notes are taken and maintained in line with legislation and ethical standards * Liaise with GP’s, consultants, and other primary carers as appropriate in relation to cases * Develop and effective relationship with Occupational Health Physicians, ensuring that best use is made of Physician time * Effective communication and engagement across services in relation to effective development and delivery of health promotion activity within the Council including advising, planning and delivering on public health initiatives for staff in the Council |
| Partnership / corporate working | * Work with the line manager and colleagues in Public Health to plan, design and deliver public health initiatives to the workforce within the Council and externally. * Effective liaison with experts and Occupational Health Physicians on health and wellbeing referrals and ill health retirements. * Actively engage with HR initiatives and projects |
| Systems and information | * Working with Employment Support Services to ensure that occupational health reports and clinical reports are maintained in accordance with legislation and ethical standards. * Ensure that legislative and ethical standards (e.g. confidentiality and consent) and adhered to in the provision of advice and guidance on employment related health matters to managers and in the management of ill health retirement cases * To ensure effective recording and monitoring of management information to support attendance management, undertaking clinical audit as appropriate for specified customers within the organisation |
| Strategic management | * Participate in the planning, development, delivery and evaluation of health promotion activity within the Council * In liaison with the line manager and Public Health contribute to the development and implementation of public health initiatives across the workforce, including evaluation of initiatives * Working with HR colleagues, contribute and support the ongoing review and improvements of attendance management policies, procedures and processes within the Council. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Detailed knowledge and understanding of Occupational Health Nursing and all core Occupational Health services * Sound understanding of Health and Safety legislation and the Equality Act 2010 * Research based practice * Health Promotion * Clinical Governance |  |
| Experience   * Significant post registration experience or the ability to demonstrate the equivalent level of knowledge. * Proven track record of Occupational Health Nursing experience or the ability to demonstrate the equivalent level of knowledge. * Clinic based work experience in a nurse led environment * Experience of providing Health screening and health surveillance activity * Proven track record in the planning and delivery of successful Health promotion initiatives * Recent experience of auditing against Occupational Health standards * Recent experience and proven track record of influencing and implementing changes to clinical protocols * Recent experience of Policy formulation * Proven track record of working in partnership with external agencies | * Experience of acting as a lead nurse in a clinic based nurse led environment * Experience of training and assessing |
| Occupational Skills   * Able to organise and manage own caseload and work as an autonomous practitioner in a nurse led environment * Ability to critically analyse information from different sources to make good decisions and provide effective advice, recommendations and guidance based on a sound clinical rationale * Able to plan the provision of services provided by multi-disciplinary teams and external providers of services * Good level of Computer skills * Presentation and training skills * Excellent interpersonal skills with ability to relate to clients and managers * Problem solving | * Mentoring skills * Teaching skills |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Registered General Nurse * Registered Occupational Health Nurse (Degree or Diploma) |  |
| Other Requirements   * Ability to travel across the County * Ability to attend meetings outside of normal business hours of normal business hours |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.