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

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| Job context |
| Health and Wellbeing provides a service for Council employees, Schools and Academies and external contracts. The Health & Wellbeing Service is nurse led; telephone consultation service based at County Hall in Northallerton with by arrangement face to face services provided through on-site clinics.  The post holder is part of a team of occupational health advisers providing advice and guidance to clients and managers on employment related health matters and health promotion activity. |

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| Operational management: | * To provide occupational health service to clients of North Yorkshire 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 NYC or relevant employer policies. * Contribute to the development, delivery and evaluation of effective and efficient health promotion activity for staff within the Council, Schools and other 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 groups, staff, clients and managers. * Highlight 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. * To participate in the clinical supervision process to ensure safe effective evidence based advice and guidance is given to managers. * Ensure the clinical standards are embedded in practice and monitored in accordance with the needs of the service in conjunction with the line manager. * To engage in clinical audit according to departmental processes and requirements |
| Partnerships: | * Work with the line manager to plan, design and deliver 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 |
| Strategic management: | * Participate in the planning, development, delivery and evaluation of health promotion activity within the Council * Working with HR colleagues, contribute and support the ongoing review and improvements of attendance management policies, procedures and processes within the Council. |
| 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 NYC policies. Being inclusive and 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 and departmental processes. * Liaise with GP’s, consultants, and other primary carers as appropriate in relation to cases * 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 |
| Systems and information: | * To work with the occupational health software system to maintain patient records. * Work 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) are 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 |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * 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/Evidence based practice * Health Promotion * Clinical Governance * 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 |
| Behaviours  [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional Qualifications   * 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 |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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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.