



## Job Description

<b>Post:</b>	<b>Occupational Health (Nurse) Advisor</b>
<b>Job Purpose:</b>	<b>To deliver a high quality comprehensive occupational health service to a range of clients within the business community</b>
<b>Responsible to:</b>	<b>Managing Director</b>
<b>Reporting to:</b>	<b>Professional Services Co-ordinator</b>
<b>Working with:</b>	<b>Business Services Coordinator and other team members</b>

## MAIN DUTIES & RESPONSIBILITIES

### Key Inputs

1. The delivery of occupational health service to encompass the following:
  - Pre Employment health screening/assessment
  - Health management programs specific to individual client requirements
  - Management of specific occupational health issues related to attendance and performance
  - Contribution to the provision of information, instruction and training of employees, including health promotion activities
  - Liaison with client managers and professionals responsible for health and safety management and human resource function
  - Give advice regarding workplace Risk Assessment, Audits and Site Visits to management and employees as appropriate
  - Contribute to Health and Safety policies and procedures
  - Maintain adequate and appropriate records in accordance with Gipping OH Management system
2. Liaise regularly with the Gipping OH office and the Business and Professional Services Coordinators; participate in quarterly team meetings and other events as appropriate.
3. Work cooperatively with the Business Services Coordinator, in planning own diary commitments, this would include:
  - Confirming availability and pre planning client service requirements including OH documentation and equipment
  - Confirming travel and communication arrangements
  - Completing post visit feedback
4. Participate in the development of clinical excellence, including maintaining personal professional competency.

## SPECIAL PROJECTS

Undertake from time to time specific projects related to professional service development and provision as appropriate.

Carry out any other duties that are considered reasonable for this post.

A quality management system to the ISO 9001/2000 Quality Standard is in place including Clinical Audit and the company holds the Investors in People Award. Both customers and team members benefit from embracing these standards.

## PERSON SPECIFICATION

Post title: Occupational Health Adviser

Date to start: 2011

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Qualifications/training</b>	<p>General Registered Nurse with Occupational Health Qualifications.</p> <p>Computer literate - use of MS Software packages and internet.</p> <p>Driving Licence</p>	<p>Good understanding of Business/Administrative management within the private sector.</p> <p>Training in safety and or management skills.</p> <p>Familiar with specific clinical procedures e.g. spirometry, audiology.</p>
<b>Skills</b>	<p>Good communication and interpersonal skills - including presentation skills and dealing with difficult situations.</p> <p>Awareness of occupational health issues from a customer prospective.</p> <p>Organised and methodical.</p>	<p>Able to absorb new information quickly.</p> <p>Ability to see the 'bigger picture' and take a leadership role.</p> <p>Assertive.</p>
<b>Experience</b>	<p>2 years minimum within field of OH Nursing. (Including experiential training modules)</p> <p>Working autonomously and as part of a team.</p> <p>Able to maintain confidentiality - professional and business.</p>	<p>Case management and customer feedback.</p> <p>Policy development.</p> <p>Clinical Audit.</p> <p>Legal and insurance matters.</p>
<b>Attitude/temperament</b>	<p>Willingness learn and take advice and guidance Self motivated, flexible and versatile.</p> <p>Calm, unflappable when under pressure.</p> <p>Friendly and approachable.</p>	<p>Drive and enthusiasm Positive attitude.</p> <p>Sense of humour.</p> <p>Not status conscious.</p>
<b>Additional Comments/Notes</b>	<p>Part funded training available Full induction program in place Services are delivered on customer sites and local OH Wellness Clinic. Travelling will be part of the job role.</p>	