



JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Head of Occupational Health and Wellbeing

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Occupational Health Nurse Advisor
Generic Role Profile:	Technical
Salary Band:	Grade 7
Operational / Non-Operational Role	Non-Operational
Vetting Level:	Management
Reporting to:	Clinical Manager – Occupational Health
Specific Role Purpose:	Delivery Excellence - the provision of high quality, effective & efficient services. 1. Support the full remit of Occupational Health activities, including Management Referral consultations, Occupational Vaccinations, Health Surveillance, Fitness for Work/Task assessments, and Pre-employment assessments. 2. Provide clear, balanced (pragmatically balancing clinical risk against organisational/operational requirements), and accurate management advice/guidance relating to all Occupational Health matters, to colleagues, senior managers, and other key stakeholders within the organisation. 3. Provide advice/guidance to assist with improving absence rates, promoting effective and sustainable return-to-work plans at the earliest opportunity. Supporting Line Managers to appropriately support/manage their team members, where appropriate this will include retaining officers and staff in the workplace. 4. Provide advice/guidance to assist with improving the retention of officers and staff, promoting, maintaining and improving the physical and mental wellbeing of all West Midlands Police colleagues. 5. Support initiatives to promote safety, wellbeing, sickness absence reduction and/or reduction of restrictions (as appropriate), providing advice on work related health issues to support line managers/the executive retain operational effectiveness, and efficiencies for the communities that WMP serves.

	6. Supporting the collection of data to identify health trends, inform proactive/strategic wellbeing interventions, and opportunity for continuous improvement of the service delivery. 7. Support with the development of strategies for Occupational Health activities, to ensure the delivery of a holistic, preventative Occupational Health provision. Ensuring that safe, effective, high quality, efficient, and consistent services are always delivered against agreed performance targets, Force policy and statutory legislation. 8. Support with the development of policies for Occupational Health activities to achieve delivery of a holistic, preventative Occupational Health provision. Ensuring that safe, effective, high quality, efficient, and consistent services are always delivered against agreed performance targets, Force policy and statutory legislation. 9. Support business contingency plans effectively and efficiently to ensure service is maintained during periods of transition and disruption.
Key Responsibilities:	Delivery Excellence - the provision of high quality, effective & efficient service 1. Contribute to the development and implementation of the departmental policies, procedures, and processes (as appropriate). 2. Support colleagues with advice/guidance for more complex cases, ensuring that relevant decisions regarding the management/escalation of those cases, including, where required, guidance on referrals to internal and external service providers. 3. Participate in audit activity to ensure the department can evidence that the service delivery is Safe, Effective, and of High Quality. 4. Undertake clinical activity as allocated to maintain the service delivery and operational effectiveness; respond to urgent queries and support urgent early intervention in accordance with departmental policies and/or procedures. 5. Actively engage with identifying trends and opportunities to improve the safety, efficiency, and/or quality of the Occupational Health and Wellbeing service delivery. 6. Actively engage/participate with allocated Occupational Health projects. 7. Support with the development and delivery of Health Promotion activities & events, including the creation & delivery of presentations and training. 8. Develop and maintain positive working/professional relationships with key stakeholders, both internally and externally, including Senior Managers, to support the strategic direction of Occupational Health & Wellbeing. 9. Contribute to the Occupational Health and Wellbeing communication plan as requested. Develop, review and update content/communications (as appropriate) relating to Occupational Health & Wellbeing ensuring the information is current and evidence based (referenceable). 10. Maintain clear, accurate and timely clinical records, ensuring confidentiality as appropriate, in compliance with appropriate guidance. Standards, and legislation. 11. Monitor, maintain and manage equipment/consumables appropriately.

	People 12. Set an example, provide clear direction, and excellent communication. 13. Support with the efficient development and effective promotion of a safety conscious and culture of wellbeing within the organisation 14. Responsible for maintaining own professional registration(s), professional development/training; continuous knowledge/professional improvement appropriate to specialist role/area. 15. Continuously strive to enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs. General The post holder must also undertake other duties appropriate to the grading of the post as required. This role profile sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role. The areas for which the post holder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience	
<i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	• Registered Nurse (Adult (RNA or RN1) and/or Mental Health (RNMH)) • Significant (circa 3-5 years) experience post Registration • Ability to work autonomously assessing patient/client risk vs environment, escalating concerns to a Senior Clinician, (i.e., Clinical Managers, Head of department, Force Medical Advisor) as necessary. • Ability to undertake assessments and produce meaningful/helpful reports for key stakeholders. • Knowledge of/Trained for the full remit of Occupational Health and Wellbeing activity (or a willingness to learn).
Desirable:	• Registered Occupational Health Nurse (Specialist Community Public Health Nurse (OH)) • Occupational Health Qualification (Post Graduate Diploma or Degree) • Experience of working as an Occupational Health Nurse Advisor performing the full remit of Occupational Health and Wellbeing • Up to date knowledge of best practice in Occupational Health and Wellbeing, including mental health and ergonomics • Experience of working in policing or another blue light service / similar public sector • Knowledge of the Police Regulations and their implications in assessing fitness for work

Skills

This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.

Refer to skills database for core operational skills

Essential:	Qualities and Skills: • Balance clinical risk and customer service as focus for service delivery • Passionate about all aspects of Occupational Health and Wellbeing (Inc. physical, emotional, spiritual, and mental health) • Excellent communication (written and oral) and interpersonal skills • Influential (both up and down) • Professional Critical thinker • Flexibility towards work • Uses initiative, and looks for continuous improvement opportunities • Collaborative, and focussed • Able to build and maintain strong professional working relationships (including (but not limited to) colleagues, contractors, and key stakeholders)
Desirable:	• A positive and passionate individual with experience of delivering health and wellbeing focused activities within a large and complex organisation.
Hours of Work and Flexibility:	• Working outside of standard office hours may be required. • There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out-of-hour meetings as required. • There may be a requirement at times to travel to other locations within the Force area
Agile Work Style: (if applicable)	• 'Hot Desk' on-site, some agility 60:40 may be available depending on organisational requirements in accordance with policy and as determined by Head of Occupational Health and Wellbeing
Restriction Level:	• Not Applicable