# 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 Human Factors Ergonomist |
| Generic Role Profile: | Technical |
| Salary Band: | Grade 6 - TBC |
| 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.**<br><br>1. Collaborate and support Occupational Health activities.<br>2. Supporting Line Managers to appropriately promote their team members health and wellbeing.<br>3. Provide appropriate support to improve retention of officers and staff, promoting, maintaining and improving the physical and mental wellbeing of all West Midlands Police colleagues.<br>4. Support initiatives to promote safety, wellbeing, sickness absence reduction and/or reduction of restrictions (as appropriate).<br>5. Support the collection of data to identify health trends, inform proactive/strategic wellbeing interventions, and opportunity for continuous improvement of the service delivery.<br>6. Support with 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.<br>7. 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**<br><br>1. Assess the impact / effect of work environments on the workforce and recommend appropriate improvements to improve attendance / sickness rates / workforce wellbeing.<br>2. Observe, analyse, and recommend improvements relating to the interaction between people, and equipment.<br>3. Observe, and assess the design of systems and workflows to identify and recommend improvements to improve worker efficiency, effectiveness and wellbeing.<br>4. Observe, analyse, and recommend improvements relating to the interaction between people, and their work environment.<br>5. Actively engage with identifying trends and opportunities to improve the safety, efficiency, and/or quality of the Occupational Health and Wellbeing service delivery.<br>6. Support with the promotion of health and safety standards, and support with risk assessments within the workplace, i.e., Display Screen Equipment assessments<br>7. Ensure that appropriate equipment and/or systems are recommended to meet user needs.<br>8. Design and write easy to understand user manuals for the workforce<br>9. Support with the investigation of workplace accidents to identify areas of improvement to mitigate the identified risks.<br>10. Support the collection, analysis and interpretation of data / statistics, to identifying possible improvements and designing / implementing appropriate solutions<br>11. Design and provide individual and/or group training to improve wellbeing.<br>12. Collaborate with Occupational Health & Wellbeing colleagues to promote safety, wellbeing, sickness absence reduction and/or reduction of restrictions (as appropriate).<br>13. Contribute to the development and implementation of the departmental policies, procedures, and processes (as appropriate).<br>14. Support colleagues with advice / guidance / signposting / appropriate referrals to internal and external service providers.<br>15. Participate in audit activity to ensure the department can evidence that the service delivery is Safe, Effective, and of High Quality.<br>16. Undertake activity as allocated to maintain the service delivery and operational effectiveness.<br>17. Actively engage/participate with allocated Occupational Health projects.<br>18. Support with the development and delivery of Health Promotion activities & events, including the creation & delivery of presentations.<br>19. Develop and maintain positive working / professional relationships with key stakeholders, to support the strategic direction of Occupational Health & Wellbeing.<br>20. 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). |
|---|---|

| | |
|---|---|
| | 21. Maintain clear, accurate and timely clinical records, ensuring confidentiality as appropriate, in compliance with appropriate guidance. Standards, and legislation.<br>22. Monitor, maintain and manage equipment/consumables appropriately.<br><br>**People**<br>23. Set an example, provide clear direction, and excellent communication.<br>24. Support with the efficient development and effective promotion of a safety conscious and culture of wellbeing within the organisation<br>25. Responsible for maintaining own professional registration(s), professional development / training; continuous knowledge / professional improvement.<br>26. Continuously strive to enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.<br><br>**General**<br>The post holder must also undertake other duties appropriate to the grading of the post as required.<br>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.<br><br>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. |

| SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE | |
|---|---|
| Knowledge & Experience<br>*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.* | |
| Essential: | • Degree or equivalent professional qualifications in occupational therapy, design, physiology or relevant subject<br>• Knowledge of Occupational Health and Wellbeing activity (or a willingness to learn). |
| Desirable: | • Accredited by the Chartered Institute of Ergonomics & Human Factors<br>• Experience of working in Occupational Health and Wellbeing<br>• Up to date knowledge of best practice<br>• Experience of working in policing or another blue light service / similar public sector<br>• Knowledge of Policing and fitness for work considerations |

| Skills<br>*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.*<br>*Refer to skills database for core operational skills* | |
|---|---|
| Essential: | **Qualities and Skills:**<br>• Passionate about the physical and mental health of the workforce<br>• Passionate about the wellbeing of others<br>• Excellent communication (written and oral) and interpersonal skills<br>• Influential (both up and down)<br>• Professional Critical thinker<br>• Flexibility towards work<br>• Ability to work under pressure with competing demands<br>• Inspirational, innovative, creative, collaborative, and focussed<br>• Enthusiastic, motivated and a team player.<br>• Uses initiative, and looks for continuous improvement opportunities<br>• 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.<br>• There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities.<br>• There may be a requirement at times to travel to other locations within the Force area |
| Agile Work Style: (if applicable) | • This role is an on-site role, working from a 'Hot Desk' |
| Restriction Level: | • Not Applicable |