Occupational Health Nurse NHS Grade 7 ( points 15 -18) £43,742 - £50,056

**Our Vision** Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire’s communities.

Occupational Health is part of the Health, Safety and Wellbeing Service within People Services. The Health, Safety and Wellbeing Service support the county council, Staffordshire schools and partnership arrangements with the view to ensuring high standards of health and safety are maintained. Occupational Health unit also works closely with the People Services Advice and Guidance team that manage sickness absence.

**About the Role**

The post holder will work as a key figure within the Occupational Health team to provide a quality Occupational Health service for its’ customers. You will be responsible for ensuring good clinical practice and support when undertaking management referrals, health surveillance, wellbeing assessments and other clinical activity. Effective report writing to assist managers to put in place effective management arrangements to assist in the reduction of absence is also a key part of the role. You will be

answerable for the delivery of care provided and will demonstrate the

ability to build strong working relationships across a multidisciplinary team.

**Reporting Relationships**

**Responsible to:** Occupational Health Nurse Manager

**Responsible for:** No direct reports but will support the Occupational Admin Team to support effective clinical delivery of the service.

**Key Accountabilities:**

* Adheres to Occupational Health unit philosophy to ensure that agreed policies and procedures are followed at all times. To be involved in the development of the above and to be instrumental in the improvement of nursing practice within the unit.
* Undertakes clinical assessment to measure the efficacy of current nursing practice and promotes and supports measures for the advancement of preventative medicine.
* Upholds sound-working relationships with all customers ensuring professionalism at all times. To be friendly, courteous and sensitive to the needs of all the client groups.
* Liaises with Managers, Heads of Services, Human Resources, and Health and Safety Advisors in a professional and courteous manner .
* Demonstrates the ability to liaise effectively with the multidisciplinary team in order to deliver a quality OH service when presented with a challenging or difficult case.
* Identifies employees with mental or physical medical conditions that have or are likely to have occupational significance. Participates in the process of job modification on a case by case basis when required.
* Provides expert guidance and supervision, aiding problem solving and clinical decision making.
* Ensures that precise and appropriate written communication/ nursing notes are kept in all instances where a record is required for future reference.
* Deals with complaints in a professional manner and seeks to actively prevent complaints arising.
* Possesses excellent communication skills both verbal and written.
* Contribute to the development and implementation of strategies designed to promote a fit and healthy workforce and a safe working environment. To contribute to the reduction of absence through illness of employees.
* Provide ongoing preventative health programmes including health questionnaires, audiometry, vision screening, lung function tests, and other health surveillance as required by current health and safety legislation and policies.
* Act as a resource of occupational health and safety advice on issues such as sickness absence, injury absence, immunisation, pregnant workers, post operative working, infection control, illnesses related to communicable diseases etc.
* Develop effective relationships with relevant agencies and partnerships with Health and other local public bodies.

**Clinical Requirements**

* To maintain confidential health and medical records to a high standard.
* To act in accordance with NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and be accountable for own clinical practice and professional actions at all times.
* Ensure continuous and effective registration with the NMC.
* To ensure confidentiality and ensure that all employees receive equitable treatment.
* Actively promote health, safety and wellbeing, including carrying out the appropriate management responsibilities under the County Council Health, Safety and Wellbeing Policy and Management Arrangements.

This post is designated as an Essential car user

**Professional Accountabilities:**

* The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

* Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

* Engaging with People Management policies and processes

**Equalities**

* Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

* Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

* Ensuring a work environment that protects people’s health, safety and wellbeing, in accordance with the Council’s Health, Safety and Wellbeing Policy.

**Safeguarding**

* Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

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| --- | --- | --- |
| Minimum Criteria for Disability Confident  Scheme \* | Criteria | Measured by |
| employer_small  employer_small    employer_small | **Qualifications/Professional membership**   * RGN/RN * NMC Registration * O.H Qualification * Minimum of 3 years post qualification experience * Local Authority/Public Body OH Experience | A  A  A  A & I  A & I |
| employer_small  employer_small    employer_small | **Knowledge and Experience**   * Evidence of effective case management experience. * Experience of delivering a comprehensive OH Service. * Confident Presentation skills. * Clear vision of what makes an effective OH Service. * Experience of delivering comprehensive occupational health advice to managers. * Able to apply theory to practice and utilise knowledge to provide practical solutions. * Computer Literacy/ Use of OH digital systems. * Knowledge of Local Authority Policies and Procedures | I  I  I  I  I  I  A & I  A & I |
| employer_small | **Skills**   * Demonstrate excellent interpersonal and communication skills. * Persistent and resilient with the ability to influence and overcome barriers. * Inspires confidence and trust. * Persuasive negotiator with the ability to mediate and resolve differences and problems. * Able to work well as part of a multidisciplinary team. * Self-motivated and passionately committed to improved OH services. | I  I  I  I  A & I  I  A |

employer_smallIf a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300