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| **Job Description** |
| **Post title** | Occupational Health Nurse Advisor |
| **JE Reference No** | N10817 |
| **Grade** | 10 |
| **Service** | Resources |
| **Service Area** | Occupational Health and Safety – Occupational Health |
| **Reporting to** | The post holder will be accountable to a Senior Occupational Health Nurse |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To support the development, implementation and evaluation of an effective and efficient proactive Occupational Health Service (OHS) in accordance with the relevant professional competencies and DCC standards

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will primarily be responsible for:

* Pre employment assessments
* Sickness absence consultations
* Health surveillance, including industrial audiometry and hand arm vibration
* Occupational immunisations
* Workplace assessments and advice on reasonable adjustments
* Health promotional activities
* Provide an independent source of advice to managers and employees on work and non-work related health issues.
* Ensure that comprehensive and confidential records are maintained in accordance with DCC standards and professional guidelines
* Assist with the clinical supervision of nursing staff working in the occupational health service as appropriate
* Undertake triage of referrals to the service

Any other duties as delegated by the Occupational Health Nurse Manager

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * RN/RGN or equivalent
* NMC Recordable Occupational Health Nursing qualification (Recorded on Part 3 of the NMC Register)
 | * Occupational Health Nursing qualification to Diploma/Degree level
* Evidence of competency in Hand Arm Vibration and Industrial Audiometry health surveillance.
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| Experience | * Previous experience in a multi disciplined working environment
* Minimum of one year in an Occupational Health Nursing Environment
* Previous experience in a multi disciplinary working environment
* Clinical occupational health experience, including pre employment assessments, sickness absence and health surveillance
 | * Experience of working in an Occupational Health Environment
* Experience of working with a wide range of employment groups
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| Skills & Knowledge | * Knowledge and understanding of the relevant, current nursing codes of practice and guidance from professional nursing bodies
* Good level of Verbal and written communication skills
* IT literate
* The ability to work both as part of a team and autonomously
* Professional enthusiasm in carrying out Occupational Health activities
* Understanding of relevant legislation and current professional nursing issues
 | * Able to demonstrate effective communication at all levels within an organization
* Previous experience in providing sickness absence management advice
* Confident in dealing with both employees and managers
* Knowledge and understanding of occupational health issues in large, diverse employment groups
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| Personal Qualities | * Willing to train with the aim of developing Occupational Health Nursing knowledge, skills and competencies.
* Motivated to work and develop skills and competencies as a Nurse Advisor in the field of Occupational Health
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
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