

TITLE OF POST: OHU TECHNICIAN

GRADE: Scale 4

RESPONSIBLE TO: OCCUPATIONAL HEALTH MANAGER

MAIN PURPOSE OF JOB:

Under the guidance of the Occupational Health Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1 GENERAL DUTIES

- 1.1 To promote the Service Vision, 'Creating the Safest Community'.
- 1.2 To work effectively and efficiently to support line management in the delivery of the department's aims and objectives.
- 1.3 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
- 1.4 To maintain appropriate and robust information systems within the department.
- 1.5 To maintain positive and effective liaison links with organisations and partners as appropriate.
- 1.6 To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
- 1.7 To ensure complete compliance with current Data Protection Legislation.
- 1.8 To ensure relevant knowledge is up to date.
- 1.9 To identify and recommend areas of potential improvement.
- 1.10 To represent the function at internal and external meetings and events and take minutes when required.
- 1.11 To support the activities of the function and diary management for line management where required.
- 1.12 To support colleagues with their work as required.
- 1.13 To attend internal and external training courses as necessary.

1.14 To undertake any other duties as appropriate to the role.

2 ROLE SPECIFIC DUTIES

- 2.1 Undertake specific health surveillance activities in line with departmental procedures, for example, audiometry, spirometry.
- 2.2 Undertake health screening activities in line with departmental policy, for example, cholesterol testing, drug testing.
- 2.3 To carry out baseline testing for operational and non operational staff as directed by qualified OH team member, for example, height, weight, urinalysis, blood pressure, vision.
- 2.4 Maintain accurate occupational health records for all health screening and surveillance activities.
- 2.5 Identify any test results outside of normal range to qualified OH team member in line with departmental policy.
- 2.6 Support the OH team in the development and delivery of health and well being initiatives i.e. displays, training sessions.
- 2.7 To undertake paper screening for all new employees and provide outcome report.
- 2.8 To provide support for the OH team to help ensure effective delivery of the OH service to all employees.
- 2.9 To be an active member of the team and promote a positive health and wellbeing culture.
- 2.10 To work within the boundaries of medical confidentiality.

3 HEALTH AND SAFETY (GENERAL POLICY)

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
- 3.2 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
- 3.3 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

4 EQUALITY AND DIVERSITY (GENERAL POLICY)

- 4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service's core values.
- 4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
- 4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

5 SAFEGUARDING

- 5.1 To promote the application of the Authority's Safeguarding Policies.

6 ENVIRONMENT STRATEGY

- 6.1 To demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.