

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Workplace Occupational Health Adviser	JEID	R0307
Salary Grade:	Scale G (£13,309 pa - £14,694 pa)		
Team:	Health, Safety & Wellbeing		
Service Area:	HR & Organisational Development		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Health, Safety and Wellbeing Team Lead		
Responsible for:	N/A		

Role Purpose

- To directly support and assist the Health, Safety and Wellbeing Team Lead, the Health, Safety and Wellbeing Tech Specialist and Senior Health, Safety & Wellbeing Adviser and team in leading on occupational workplace advice.
- To directly support and guide managers and teams in positive and proactive workplace occupational health awareness and management
- To communicate and work collaboratively with the OH contract manager, seniors and advisors, HR professionals and liaise with external agencies as required to exchange information in support of a proactive and timely approach to case management and health and wellbeing workplace initiatives.
- Make observations and recommendations relating to WCC OH service and practices to the HSW Team Lead so that WCC OH can continuously improve its service and respond to the needs of WCC.
- Creating, maintaining and monitoring health data reports
- Assisting with identifying health hazards relating to specific areas of work
- Analysing absence data and the effectiveness of the OH arrangements in WCC, providing recommendations where required

Role Responsibilities

Work in close partnership with internal colleagues across HR&OD, including Occupational health, Wellbeing, EAP, HR and other WCC services on any workplace occupational health related initiatives and projects.

Work in partnership with the OH provider in analysing Occupational Health and Employee Assistance Programme data to identify trends for related occupational health focus.

Work with external agencies on occupational health initiatives and align WCC campaigns and targets to national programs and benchmark WCC progress with statistic data.

Analysing other relevant data, such as sickness absence statistics, to identify trends and measurement of the effectiveness of actions and progress.

Work with others in identifying, developing, implementing and evaluating new occupational workplace initiatives, including promotions, events and campaigns to support a yearly campaign calendar.

Proactively provide advice and support to enable managers to effectively manage the safer working of their staff.

Ensure that good OH practice is shared across all services to improve OH consistency.

Be a key contact for the OH provider, managers and staff on workplace OH enquiries, providing appropriate awareness and guidance in accordance with corporate framework, strategy, policies and standards.

Undertake research to identify good practice, current national and local standards and to benchmark against them.

Collating and producing workplace statistics on occupational health and analyse data to measure the effectiveness of the service to reduce occupational ill health. Produce data on measurable OH statistics for inclusion into the HSW dashboards.

Develop, review and update relevant workplace OH related documents, as and when required.

Maintain and assist in developing the workplace OH related areas on the WCC intranet site.

Attend and contribute to the HSW team meetings and any other relevant meetings, as required.

The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her/their own training needs and the needs of the service and maintain continued personal development on an ongoing basis.

Expenses will be paid in accordance with the Local Conditions of Service.

Casual car user status will apply

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

Essential Criteria

A degree (or equivalent level of qualification) or experience in Occupational Health	A, I, D
Knowledge of national workplace occupational health schemes/initiatives/standards	A, I,
Knowledge and understanding of positive workplace health	A, I,
Excellent written and verbal communication skills	A, I
Excellent interpersonal, networking and developing partnerships skills	A, I
Able to work as part of a team as well as on your own initiative	A, I
Ability to understand and interpret relevant occupational health guidance/standards	A, I
Able to manage and prioritise workload and demands	A, I
Good ICT skills with experience of MS word, Excel and PowerPoint	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a driving license and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D

Assessed By:

Desirable Criteria

Experience of working within a local authority environment	A, I, D
Experience of working in a multi service role	A, I, D
Experience in promoting workplace health and implementing OH initiatives	A, I, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse

<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	