

# 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:	Occupational Health and Wellbeing Co-ordinator	JEID	M0685
Salary Grade:	H		
Team:	Occupational Health		
Service Area:	Fire & Rescue Service		
Primary Location:	Fire HQ, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Occupational Health and Wellbeing Manager		
Responsible for:	N/A		

#### Role Purpose

To provide professional advice on all aspects of occupational health and fitness for work to employees and managers.

#### Role Responsibilities

To assist with the planning, development and monitoring in respect of delivery of OH services, including clinical input to related OH policies.

Promote best practice following relevant guidance and using research based evidence.

Working with the Occupational Health and Wellbeing Manager (OHWM) & Service Medical Advisor (SMA) carry out recruit, routine and statutory medicals as required by the service.

Provide support, advice and guidance to managers and employees in relation to fitness for work, workplace environment, sickness absence and return to work following absence.

Make the necessary arrangements to refer employees, where appropriate, for physiotherapy, MRI scans and specialist appointments.

Responsible for meeting the requirements of the Working Time Directive in relation to night workers health assessments.

To assist with the fitness testing of new recruits and to provide support during annual fitness testing.

Devise health promotion and health education activities in conjunction with other members of the team with the aim of encouraging healthy lifestyles in WFRS personnel.

To deputise for the Occupational Health & Wellbeing Manager at relevant meetings and prioritising workload issues in their absence.

To develop and update relevant OH related policies and information portal.

Carry out regular and ad hoc health surveillance, ensuring statutory guidance is followed and making appropriate referrals to the OHWM and SMA.

Provide professional input to individual case conferences where appropriate.

In addition to the above, to undertake such duties as directed from time to time to meet the needs of the service. Such duties will be commensurate with the responsibilities and grading of the post.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	N/A
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### Main Tasks

• N/A
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## 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).

### Essential Criteria

Assessed By:

Diploma or NVQ in nursing or social care	A, D
At least 2 years experience in Nursing or clinical/care environment	A, D
Ability to plan and prioritise own workload and work on own initiative	A, I
Able to work flexibly including regular evening and occasional weekend work	A, I
Be able to demonstrate the need for medical confidentiality, meeting ethical standards	I, T
Be able to demonstrate a good level of interpersonal and communication skills	A, I, T
Experience of audiometry, spirometry and vision health screening	A, D, I
Be able to provide advice and support to managers and individuals in relation to sickness absence	A, I
Experience of individual case management	A, I
Knowledge and understanding of trauma related issues including PTSD	A, I

Ongoing evidence of continuous professional development	A, D, I
Competent in the use of Microsoft Office Applications including email, word and excel.	A, I, T
Committed to diversity and integrity and adopting a fair, consistent & ethical approach to others	A, I
Current driving licence or means of mobility support	A, D
Satisfactory check through the Disclosure and Barring Service	D

### Desirable Criteria

Assessed By:

Experience of working in the public sector and knowledge of the fire service	A, I
Health & Safety qualification, eg NEBOSH Certificate, or willing to work towards	D
Working knowledge of Chester Step and Treadmill tests	A, I
Experience of developing clinical based policies, ensure they are fit for purpose.	A,I

## 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 checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Work with waste, refuse
<input checked="" 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):	