**SOUTH YORKSHIRE FIRE & RESCUE**

**JOB DESCRIPTION**

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| **POST TITLE** | Senior Occupational Health Nurse |
| **GRADE** | Grade 10 (43,516 - £46,549) |
| **FUNCTION** | People |
| **PERMANENT BASE** | CHQ, Eyre Street, Sheffield |
| **RESPONSIBLE TO** | Head of People & Organisation Development |
| **RESPONSIBLE FOR** | x1 Occupational Health Nurse or Trainee Occupational Health Nurse  x1 Occupational Health Technician  x1 Fitness Instructor/Sports Therapist |

**OVERALL PURPOSE OF JOB**

To provide senior clinical management for the day to day clinical work of the Occupational Health and Wellbeing team, provide occupational health nursing, clinical supervision and advise on occupational health matters across the service.

**MAIN RESPONSIBILITIES**

1. Oversee and perform full occupational health clinical duties including management referrals, pre-employment and periodic medical assessments.
2. Provide advice on a wide range of occupational health & sickness absence management matters to managers and employees.
3. Oversee the management of and carry out screening of individuals in accordance with the medical requirements of different roles across the service e.g. LGV, periodical medicals.
4. In conjunction with the People Services team, co-ordinate pre-employment medicals in line with role requirements and service policy.
5. Lead in designing, delivering and evaluating health initiatives for staff.
6. Engage with stakeholders including senior management, People function colleagues, health & safety team, on relevant matters and provide advice as required.
7. Collaborate with the service’s medical advisor and work at their direction where relevant.
8. Represent the service in regional and national clinical meetings.
9. Keep up to date with the sector and general occupational health developments and implement them accordingly.
10. Maintain ongoing health surveillance of service personnel, including following possible exposure to hazardous substances or physical agents, in accordance with legal requirements and service policy.
11. Oversee the clinical aspects and actively participate in case conferences to determine the most appropriate management of employees from a clinical perspective.
12. Support the OH and Wellbeing Manager with the strategic development of the OH&W team, including developing and implementing action plans, performance measures and impact assessments.
13. Oversee referrals to outside agencies in line with service policy, e.g. physiotherapy, counselling services, opticians, GP, etc.
14. Attend regular meetings with the People Partners to ensure that complex cases are managed timely and effectively.
15. Lead on clinical governance including the development of policies and processes and keeping them up to date, perform audit and implement recommendations.
16. Provide clinical supervision to the occupational health nurse, technician and fitness instructor/sports therapist.
17. Provide clinical advice and support on case management to the occupational nurse, technician and fitness instructor/sports therapist.
18. Act as the Data Controller and ensure data security and confidentiality of medical information is maintained within the team, in compliance with ethical and professional requirements.
19. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
20. Fully participate in the service’s personal review process appropriate to the requirements of the role.
21. Successfully complete any training and development opportunities required for the role.
22. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
23. Ensure risk is managed effectively within the section in accordance with the service’s strategies and plans. This will also include the duty to comply with SYFR safeguarding procedures where there are concerns about the abuse and/or neglect of a child or an adult at risk.
24. Be responsible for the accurate and appropriate security and processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
25. Proactively identify and support continuous improvements to ways of working within own areas of responsibility, the wider team and the organisation.
26. Carry out other duties from time to time as required, appropriate to the grading of this post.

**ANY OTHER INFORMATION** (including special conditions of service)

Evidence of qualifications, entry to the nursing register and confirmation of revalidation are required upon interviewing.

Flexi time

There is a requirement of this role to undertake occasional weekend working

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | | | **Essential** | **Desirable** |
| **Qualifications** |  |  | | | |
| Trained/qualified to RGN standard | | | X |  |
| Qualified to Occupational Health Certificate/Diploma standard | | | X |  |
| Member of the Nursing & Midwifery Council | | | X |  |
| Must hold and continue to hold a current and valid driving licence | | | X |  |
| **Knowledge** |  |  | | | |
| Extensive knowledge of the legislation relating to occupational health, in particular the provisions of the Equality Act | | | X |  |
| Good working knowledge of Microsoft Office tools, including Outlook, Word and Excel | | | X |  |
| Knowledge of the Occupational Health issues relating to the Fire Service. | | |  | X |
| **Experience** |  |  | | | |
| Significant occupational health nursing experience, post qualification, in a large and diverse organisation | | | X |  |
| Effective management and development of staff | | | X |  |
| Previous experience of contributing to the effective management of sickness absence | | | X |  |
| Providing an occupational health service in a public sector organisation. | | |  | X |
| Using occupational health and document management systems to maintain accurate records | | | X |  |
| **Personal Effectiveness** |  |  | | | |
| Ability to organise own work schedule in accordance with the priorities of the service. | | | X |  |
| Ability to make rational and independent decisions when dealing with complex health cases. | | | X |  |
| Excellent communication skills, written and verbal. | | | X |  |
| Ability to work calmly within a sensitive field of work where emotional pressure is often inevitable. | | | X |  |