

## **Job Description**

**Job Title: Senior Occupational Health Practitioner**

**Reports to: Occupational Health Service Manager**

**Location: Home Based**

### **Purpose**

As the Senior Occupational Health Practitioner, you will be responsible for overseeing the operational aspects of the occupational health service, working alongside the Service Manager to assist with the implementation and continuing development of the service, including recruiting and managing a team of Occupational Health Practitioners. You will manage the clinical leadership of staff including supporting with participant risk and safeguarding issues. You will also provide direct support to a small caseload of participants

### **Main Duties and Responsibilities**

1. The post holder will provide expert clinical and managerial leadership to maintain and develop high quality, evidence based occupational health services to participants of the Work and Health Programme.
2. Support service senior managers in working towards, achieving, and maintaining the standards to be accredited with a recognised Occupational Health body.
3. Act as a clinical expert, facilitating the development and ongoing maintenance of a client/patient centred approach to the delivery and management of clinical OH care.
4. To lead a team of Occupational Health Practitioners operationally in the provision of the service, ensuring that the safe clinical practice within the occupational health service is maintained to the highest standards and organise service demands within the sphere of influence and responsibility.
5. Provide professional leadership supporting the occupational health practitioner team to promote excellence in service and to maintain and improve clinical standards creating a service that is patient focused, accessible and evidence based.
6. To act as deputy for the Service Lead – Health Assessment, as required.
7. Where appropriate and under the direction of the senior management and Service Lead be responsible for the development and delivery of policies & procedures or standard operating procedures appropriate to the needs of the service and the wider organisation.
8. To contribute to ensuring the highest possible quality of service is delivered both clinically and managerially, meeting internal service KPIs and contributing to the delivery of wider WHP KPIs.

9. To support the Service Lead – Health Assessments in ensuring the safe, effective, and efficient management of the service is delivered within allocated resources.
10. Develop and participate in regular clinical supervision for clinical staff.
11. Ensure that workflow and services provided by Health Assessment team run to meet the needs of its participant clients and WHP managers groups, i.e., timely and appropriate, in conjunction with senior colleagues and service lead.
12. As clinical supervisor and operational manager, support the Service Lead – Health Assessments in the development of clinical practice of the team, assisting in the facilitation of necessary development and training.
13. Ensure an appropriate skill mix and provision of clinical cover within the department.
14. Co-ordinate off duty rota and holiday arrangements
15. Participate in the recruitment and selection of health assessment staff
16. To provide an innovative and progressive attitude to the continual improvement of the service through research and evidence-based practice.
17. To undertake delegated responsibility in the absence of the Service Lead – Health Assessments
18. To assist in creating and maintaining an appropriate culture of staff involvement and empowerment.
19. To be an innovative with a client facing approach and can-do attitude.
20. To work closely with all other WHP managers and teams in ensuring a joined up and effective approach to all aspects of multi-disciplinary working.
21. Ensure both their own records and those of the personnel within their sphere of responsibility are completed appropriately to meet service standards.
22. Mental health/crisis counselling/safeguarding: To assess individual risk and arrange appropriate support for any individual presenting with mental health or safeguarding concerns.
23. Participate in case conferences with other WHP health and wellbeing teams, in relation to the future management any participants requiring a higher degree of support.
24. Undertake any other clinical practices as deemed appropriate to the role by the Occupational Physician or senior management team; whilst being provided with appropriate training where necessary.

#### Professional

1. To act in accordance with Shaw Trust policies and procedures and local departmental policies.
2. To maintain a professional profile and work within the scope of a relevant professional body.
3. Be responsible for updating own professional knowledge in OH.
4. To attend study days and courses as agreed by senior colleagues and the Service Lead – Health Assessment

5. Represent and undertake delivery of induction programmes, as well as contribute to the wider external OH agenda by delivering presentations to a range of internal and external bodies as required.
6. Under the direction of senior colleagues and the Service Lead – Health Assessment, provide professional leadership to health assessment staff.
7. In exceptional cases, write letters to other health services in line with Access to Medical Reports Act (1988) & Data Protection Act. Ensure that the response is received & interpreted appropriately, to guide on a suitable course of action.
8. When writing reports, ensure Shaw Trust, NHS, HSE, DoH and DWP guidance is considered and referred to as appropriate. Consult with Service Lead – Health Assessment, as required.
9. Work in a professional and supportive manner with all colleagues in the service, encouraging and fostering team working at all times.
10. To act as a role model for all those personnel with whom they come into contact.
11. Ensure that statistics as required by the Department/Trust are compiled and maintained.
12. Identify topics and carry out audit research in relation to specialist area of practice.
13. Collaborate with the compliance and audit health assessment team members to participate in the collection, evaluation and presentation of clinical audit data or research programmes
14. Undertake appraisals as appropriate with those personnel within their sphere of responsibility.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p style="text-align: center;"><b>Person Specification</b></p> <p style="text-align: center;"><b>Job Title: Senior OH Practitioner</b></p> <p style="text-align: center;">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Allied health or nursing background or an equivalent qualification in behavioural or health sciences, with a post-graduate qualification in occupational health, as recognised by an appropriate professional body (E) for example –</li> <li>• A physiotherapist, registered with HCPC.</li> <li>• An accredited Occupational Psychologist.</li> <li>• Nurse registered with NMC.</li> <li>• Post graduate studies in occupational health, employability, or disability management (E)</li> <li>• Training qualification such as PTTLS, Cert-Ed or Level 3 award in Learning and Development. (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working in a clinical person-centred Occupational Health environment (E)</li> <li>• Dealing with Occupational Health management processes/issues (E)</li> <li>• Clear evidence of team leadership and/or managerial experience (E)</li> <li>• Embedding an understanding of clinical quality assurance and regulatory requirements for an Occupational Health service (E)</li> <li>• An enthusiastic and inspiring role model grounded in practice (E)</li> <li>• Demonstrates a clear understanding of professional accountability in the scope of professional practice (E)</li> <li>• Experience of achievement in a target-driven environment and ability to drive performance through focused performance management (E)</li> <li>• Experience of staff development (E)</li> <li>• Knowledgeable in mental health and wellbeing with the ability to articulate in both clinical and employment-related contexts the role of employment in improving mental and emotional wellbeing (E)</li> <li>• Understanding of the wider health and social care sector (E)</li> <li>• Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results (E)</li> <li>• Ability to problem solve and respond appropriately to a variety of situations (E)</li> <li>• Ability to work flexibly on own initiative and as part of a team (E)</li> <li>• Ability to manage a team remotely (E)</li> </ul>

### **Skills and Attributes**

- Very well organised, able to handle competing priorities and keep multiple projects on track (E)
- Innovative and adaptable, with strong leadership and management skills. (E)
- Ability to work effectively independently and within a team framework. (E)
- Ability to prioritise and manage time effectively. (E)
- Good interpersonal and communication skills, written and oral. (E)
- Excellent interpersonal skills with ability to communicate effectively at all levels(E)
- Ability to use a wide range of communications media including common Windows based IT systems(E)
- Knowledge of Shaw Trusts organisation and aims(E)
- Excellent verbal and written communication skills(E)
- Ability to build and maintain effective networks internally and externally(E)
- Knowledge of clinical occupational health compliance/ regulatory standards(E)
- Ability to address problems and issues in a systematic and structured fashion and analyse complex situations(E)
- Ability to work as part of a geographically dispersed team and on own initiative(E)

### **Personal qualities, communicating and relating to others**

- Provide a progressive attitude to the continual improvement of the service through research and evidence-based practice. (E)
- Be an innovative leader with a client-facing approach and can-do attitude. (E)
- Negotiation and motivational skills, ability to accept and deliver constructive feedback. (E)

### **Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

### **Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)