

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
-

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 27 March 2018

Interviews are planned for: 4 and 5 April 2018



JOB DESCRIPTION – Job ref REQ01195

Job Title and Grade:	Occupational Health Advisor Grade 7
Contract:	Permanent, Full-time
Hours:	A notional minimum of 36 hours per week
Salary:	£29,799 - £32,548 per annum
Department/Section:	Occupational Health / Human Resources
Responsible to:	Head of Workplace Health and Wellbeing
Reports on a day to day basis to:	Head of Workplace Health and Wellbeing
Purpose of job:	The post holder will be responsible for delivering, in partnership with the rest of the Occupational Health (OH) team, a high quality, consistent and professional Occupational Health service that is compliant with Occupational Health Standards. The service currently supports staff and healthcare students across the three campuses of the University of Essex.

Duties of the Post:

The main duties of the post will include:

1. Clinical Role

- To coordinate and deliver an Occupational Health (OH) programme carrying out pre placement health screening and fitness to practice assessments for health care students
- To administer vaccinations and carry out blood tests on health care students in advance of placements
- To provide confidential advice on sickness absence, rehabilitation, work related health issues and proactive health interventions to HR staff, line managers and members of staff including giving, where appropriate, advice on implications of the Equality Act 2010
- To manage a caseload of varying OH referrals, provide written reports to managers/course leaders with clear guidance on the OH recommendations
- To ensure employee OH records are maintained and confidentiality requirements observed; complying with the Access to Medical Records and Report Act and Data Protection Act
- To liaise with other health professionals, making appropriate referrals to physiotherapists, GP/ Specialists, Counselling Services etc.
- To adhere to OH policies and procedures to ensure consistent service delivery across all university sites
- To contribute to OH project work as directed by the Head of Workplace Health and Wellbeing

2. Health Surveillance

- To contribute to the delivery of workplace health surveillance programmes including audiometry, spirometry and hand arm vibration (HAV) across the university
- To undertake risk assessments within the workplace where occupational health expertise is required such as a workstation assessment for a medical reason for DSE users

3. Systems & Administration

- To use the electronic OH cohort record keeping system
- To be involved in the development and updating of clinical policies and protocols within the OH Service
- To keep up to date with legal and professional changes associated with OH
- To participate with Occupational Health quality assurance processes to support clinical governance

4. Communication

- To possess strong organisational skills and the ability to work autonomously under tight deadlines with all parties
- To maintain effective communication with administrative and academic departments with appropriate regard to confidentiality
- To represent the Occupational Health Department on various committees as requested e.g. Equality and Diversity Committee
- To maintain effective and appropriate communication with internal and external parties

5. Professional Development

- Committed to an ethos of lifelong learning and to participate in own professional development, with clear objectives set in conjunction with line manager
- To maintain personal and professional development to meet the demands of the role
- To maintain professional registration with the NMC using the revalidation process

Any other duties as may be assigned from time to time by the Head of Department of Workplace Health and Wellbeing or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

March 2018

PERSON SPECIFICATION

JOB TITLE: Occupational Health Advisor

Qualifications /Training

	Essential	Desirable
▪ Recognised phlebotomy training course and valid competency certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recognised vaccination training course and valid competency certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Qualified Registered Nurse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Current registration with the NMC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Hold an Occupational Health degree/diploma	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Holds a current CPR/Anaphylaxis certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Previous Occupational Health experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Practical experience of interpreting and analysing complex reports and making recommendations based on findings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Awareness of issues faced by diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in Higher Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience working with electronic OH medical record systems (i.e. Cohort)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Previous experience of OH health screening and management referrals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Previous experience of coordinating vaccination programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent interpersonal skills including building confidence and rapport quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to manage and organise own workload and determine operational priorities in order to optimise service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written and verbal skills, to include ability to produce clear and concise reports within a defined turnaround time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ To demonstrate the ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Approachable, pragmatic and reliable with a can-do attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Computer literate, to include familiarity with Microsoft Office package	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to correctly match the appropriate communication style to a variety of situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to fulfil the requirements of a Disclosure and Barring Service check (see general information)	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Flexibility to travel to other sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Hold a full, clean, current UK driving license	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

March 2018

ADDITIONAL INFORMATION

Occupational Health, Workplace Health and Wellbeing

You can find more information about the department at the following link;
<https://www1.essex.ac.uk/staff/ohs/default.aspx>

People Supporting Strategy

Please find a link to the People Supporting Strategy following:
<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

General information

Due to the nature of the work, applicants who are offered employment will be subject to a criminal record check (known as a Disclosure) by the Disclosure and Barring Service before the appointment is confirmed. This will include details of all cautions, reprimands or final warnings as well as convictions.

We encourage applicants to provide details of all warnings, reprimands, cautions or criminal offences at an early stage in the application process. Should you wish to declare such information, please email the Resourcing Team in confidence, (resourcing@essex.ac.uk) attaching brief details. We guarantee that this information is shared only with the recruiting manager.

A copy of the University of Essex policy on the recruitment of ex-offenders is available on the University website: <http://www.essex.ac.uk/hr/policies/docs/CRBdocumentpolicy.pdf>

Having a criminal record will not necessarily bar you from working with us – this will depend on the nature of the position and the circumstances and background to your offence.

Informal enquiries may be made to Cheryl Parlour, Workplace Health & Wellbeing Office Manager (telephone: 01206 876156 e-mail: cparlour@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:



Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588/873461
Email: resourcing@essex.ac.uk

March 2018