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| **Service Unit** | People and Development |
| **Job Title** | Occupational Health Nurse Advisor |
| **Team** | Wellbeing |
| **Responsible to** | Wellbeing Manager |
| **Scale and Salary Range** | PO4 (£36,369 - £39,585) |
| **Vetting Status** | RV |
| **Politically Restricted** | No |
| **CVF Level** | Level 2 |

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| **Job Purpose** |
| To support the implementation and delivery of the Force Wellbeing Strategy:  You will be part of, and will support the Wellbeing Team in the provision of a professional and proactive service on all matters relating to Occupational Health and Wellbeing. Providing professional advice to Line Managers and Service Units on all health related matters in an occupational setting, in accordance with relevant legislation. With a focus on intervention and prevention, you will support current and prospective employees and ensure that they are fully able to perform the duties of their role. |

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| **Principal Duties and Responsibilities** |
| Efficiently and effectively managing your own caseload, meeting deadlines and timescales as set down within Wellbeing protocols. To assist the wider team to provide an efficient and effective service.  As part of a multi-disciplined team, identify staff issues or trends and develop processes to support and signpost accordingly.  Ensure Force Policies, Health and Safety Regulations and any other relevant legislation or professional codes of practice are understood and adhered to.  Undertake Occupational Health assessments of clients referred to Wellbeing by Line Managers,  consultations via telephone or face to face, to provide advice and guidance to Line Managers and  Employee Relations Advisors regarding fitness for work and other health related issues.  Develop and support a programme of health promotion initiatives for the Force.  Provide effective attendance management advice to line managers and ER Advisor in line with Force  Policy.  Support the ongoing Psychological risk assessment program for the force as part of a regular  Screening programme, or as a result of referral.  Undertake health surveillance assessments for the workforce depending on the risk assessments  relevant to their role and standards required.  Undertake pre-employment screening including pre-employment drug testing, audiometry and  spirometry testing.    Identify and implement improvements within the Wellbeing team and service provision. Manage  improvement projects within own area and develop and attend health promotion events across the  Force area. Develop and deliver in-house training in relation to health related topics as required.    Maintain and update procedural documentation in line with regulations, guidance and best practice.  Maintain and interrogate electronic record systems in line with guidance to ensure pertinent information recorded.    Update and maintain required database/systems, ensuring compliance with the NMC  guidelines for records and record-keeping and compliance with the occupational health services  medical confidentiality protocol.  Maintain client confidentiality in all aspects of this roles in line with all principles including GDPR/Data Protection/Health Records Acts etc. To respect client/patient confidentiality at all times and not divulge client/patient information unless sanctioned by the requirements of the role.  Provide support to manager/team/other teams as required working closely with the wider HR/  Wellbeing team.    Liaise and meet with internal service users, suppliers. Represent the wellbeing team as necessary at  meetings or forums ( internal and external) . |

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| **Note** |
| **The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.**  **All employees are to comply with confidentialities laid down in the General Data Protection Regulation (GDPR), the Management of Police Information (MOPI), and the Official Secrets Act (which you will be bound for, for life).**  **All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.** |

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| **Person Specification** | |
| **Essential knowledge, skills, and experience (E)** | **Desirable knowledge, skills, and experience (D)** |

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| **Knowledge and Qualifications** | |
| Level one Registered General Nurse with current NMC PIN number | Recognised qualification in Occupational Health or working towards qualification |
| Evidenced CPD / Revalidation Portfolio (NMC Registration) | Knowledge of police pensions scheme / local government pension scheme |
| Two years post registration experience in general nursing and one year in an Occupational Health setting | Knowledge and understanding of working in a public sector organisation |
| Up to date knowledge working in an occupational health setting and carrying out clinical assessments for fitness to work/ pre-employment assessments |  |

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| **Experience** | |
| Experience of conducting health screening | Experience of developing new policies/working practices/service improvement programmes |
| Experience in health surveillance including audiometry/vision/spirometry |  |
| Venipuncture skills |  |
| Experience of using word processing applications/spreadsheet/updating and maintenance of electronic record systems |  |
| Experience of working on own initiative and autonomously, to meet tight deadlines/ service level agreements making effective and independent decisions |  |
| Experience in writing OH reports with recommendations (pre-employment and sickness management/return to work plans) |  |
| **Skills and Abilities** | |
| Planning and Organising own and team schedules | Health Promotion qualification or qualified by experience |
| Customer service skills and experience of dealing and resolving difficult customer issues | Analysing and reporting data |
| Ability to communicate confidently, clearly and concisely with people at all levels both internally and externally both verbally and in writing | Ability to innovate and respond to change |
| You will be able to work well as an individual and as part of a small team. |  |
| Listening and Questioning skills |  |
| **Other** | |
| Ability to travel to locations across the whole of the force area |  |

**All applicants who identify themselves on the equal opportunities section of the application form as having a disability under the Equality Act 2010 and who meet the essential criteria for the post will be guaranteed an interview.**

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| **Version Control** | |
| **Reason for Version Change** | **Version date** |
| TUPE transfer of the role back to Cleveland police - October 2020 - JD needed to be put into CVF format | 02.09.20 |
| Re-grade application to grading panel held on 13.10.21 | 13.10.21 |
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**Competency and Values Framework (CVF) for Policing: Level 2 – Middle Manager**

**Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing’s Competency and Values Framework for Policing (2017). A candidate’s behaviours/values will be measured at interview.**

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| **Competency** | **Level 2 – Middle Manager** |
| **Emotionally aware** | * I consider the perspectives of people from a wide range of backgrounds before taking action. * I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. * I promote a culture that values diversity and encourages challenge. * I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. * I take responsibility for helping to ensure the emotional wellbeing of those in my teams. * I take the responsibility to deal with any inappropriate behaviours. |
| **Taking ownership** | * I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. * I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. * I am accountable for the decisions my team make and the activities within our teams. * I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. * I actively encourage and support learning within my teams and colleagues. |
| **Collaborative** | * I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. * I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. * I understand the local partnership context, helping me to use a range of tailored steps to build support. * I work with our partners to decide who is best placed to take the lead on initiatives. * I try to anticipate our partners' needs and take action to address these. * I do not make assumptions. I check that our partners are getting what they need from the police service. * I build commitment from others (including the public) to work together to deliver agreed outcomes. |
| **Deliver, support and inspire** | * I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. * I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. * I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. * ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. * I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. * I motivate and inspire others to achieve their best. |
| **Analyse critically** | * I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. * I think about different perspectives and motivations when reviewing information and how this may influence key points. * I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. * I understand when to balance decisive action with due consideration. * I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. * I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. * I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics. |
| **Innovative and open-minded** | * I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. * I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. * I am flexible in my approach, changing my plans to make sure that I have the best impact. * I encourage others to be creative and take appropriate risks. * I share my explorations and understanding of the wider internal and external environment. |

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| **Values** | **All Levels** |
| **Integrity** | * I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. * I demonstrate courage in doing the right thing, even in challenging situations. * I enhance the reputation of my organisation and the wider police service through my actions and behaviours. * I challenge colleagues whose behaviour, attitude and language falls below the public’s and the service’s expectations. * I am open and responsive to challenge about my actions and words. * I declare any conflicts of interest at the earliest opportunity. * I am respectful of the authority and influence my position gives me. * I use resources effectively and efficiently and not for personal benefit. |
| **Impartiality** | * I take into account individual needs and requirements in all of my action. * I understand that treating everyone fairly does not mean everyone is treated the same. * I always give people an equal opportunity to express their views. * I communicate with everyone, making sure the most relevant message is provided to all. * I value everyone’s views and opinions by actively listening to understand their perspective. * I make fair and objective decisions using the best available evidence. * I enable everyone to have equal access to services and information, where appropriate. |
| **Public Service** | * I act in the interest of the public, first and foremost. * I am motivated by serving the public, ensuring that I provide the best service possible at all times. * I seek to understand the needs of others to act in their best interests. * I adapt to address the needs and concerns of different communities. * I tailor my communication to be appropriate and respectful to my audience. * I take into consideration how others want to be treated when interacting with them. * I treat people respectfully regardless of the circumstances. * I share credit with everyone involved in delivering services. |
| **Transparency** | * I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. * I am clear and comprehensive when communicating with others. * I am open and honest about my areas for development and I strive to improve. * I give an accurate representation of my actions and records. * I recognise the value of feedback and act on it. * I give constructive and accurate feedback. * I represent the opinions of others accurately and consistently. * I am consistent and truthful in my communication. * I maintain confidentiality appropriately. |

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>