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**Support and Professional Service**

**Human Resources**

**Occupational Health Manager**

**ZZ601599**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £38,833 - £47,722per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Occupational Health Manager |
| **Grade:** | 8 |
| **Faculty/Centre:** | Centre |
| **Department/Service:**  **Location:** | Human Resources |
| **Position Reference No:** |  |
| **Cost Centre:** | 47905 |
| **Responsible to:** | Deputy HR Director (People Services) |
| **Responsible for:** | OH Nurses (2.74 fte), OHS & Well-being Coordinator (0.92 fte), OH Administrator (1.00 fte), OH Administrative Assistant (0.59 fte) |
| **Effective date of job description:** | 01/01/2018 |

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| **Purpose of Job:** |
| To provide leadership and management to the Occupational Health team with the aim of delivering a high quality, comprehensive, business-focused service to contribute to the University’s overall performance. The post holder will oversee team work allocation, whilst supporting and developing individual performance through effective performance management.  The role holder will monitor, on behalf of the Deputy HR Director (People Services) the weekly operation of the contract for the outsourced Occupational Health Physicians, ensuring that the contract is conforming to the agreed service level agreement and that the service provided meets the needs of the University. The role holder is also responsible for monitoring the operation of the contract for the outsourced Employee Assistance Programme, ensuring that the service complies with the agreed service standards.  The post holder will take a lead role in supporting HR in the delivery of the University’s health promotion agenda as part of the People Strategy. This will include developing and implementing action plans and initiatives to respond to the University’s identified health and well-being needs. |

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| **Key Responsibilities:** |
| 1. To plan, develop, implement and evaluate the delivery of OH service to University staff, including pre-employment screening, case management health surveillance and immunisation and screening programmes. 2. To ensure competent, impartial and confidential occupational health advice and services to the University, explicitly reflecting the model of service that the University has agreed. 3. To develop and maintain effective networks, communications and relationships with senior leadership/management teams and HR management to achieve a better understanding of each other’s role and prevent a breakdown of communication where there may be a difference of opinion. 4. To work in partnership with managers and Human Resources, or other healthcare professionals or agencies as appropriate, in the assessment, support and rehabilitation of staff following a period of sickness absence, during episodes of illness at work or to provide disability support and advice. 5. To manage, on behalf of the Deputy HR Director (People Services), the OH Service across the University, improving the service, developing and reviewing policies and protocols and providing technical guidance and support in the areas of health and well-being. This will incorporate working towards the achievement of the SEQOHS accreditation. 6. To manage and lead the OH team to develop their capability, motivating and mentoring them to meet the current and future requirements of the OH Service. 7. To monitor and ensure consistent high standards of services are met in respect of the outsourced Occupational Health Physician contract and the Employee Assistance Programme contract. 8. To promote and inform about the role and benefits of occupational health through increased visibility and effective communication. To provide specialist occupational health training and education as required. 9. To manage a clinical caseload and review the work of other clinical staff, referring to external agencies as appropriate. 10. To ensure own and Service practice is in accordance with the professional, ethical and legal codes of the Nursing and Midwifery Council. 11. To oversee the Occupational Health Physicians’ clinics, ensuring that all appropriate action is completed in a timely and effective manner. 12. To coordinate medically certificated sickness absence monitoring and return to work programmes in liaison with managers and HR Advisers/Officers. 13. To report on occupational health issues and the development of strategy and policy through representation at the University’s Health & Safety Committee. 14. To ensure that the OH facilities, equipment and supplies are adequate and fit for purpose. 15. To keep abreast of current health and safety legislation and developments within the professional field of occupational health through a commitment to own training and development, and networking links with the wider occupational health community. 16. To ensure compliance with responsibilities imposed by health and safety legislation, whilst maximising and promoting the health of all employees; providing advice to managers to reduce the risk of cases of occupational ill health developing. 17. To be responsible for ensuring confidentiality for the creation, maintenance, transfer or destruction of staff health records in line with the University’s Data Protection Policy and the University’s Retention of Documents Policy. 18. To manage the OH non-staff expenditure budget to ensure adequate resources are available for the optimum functioning of the service, in liaison with the Deputy HR (People Services). 19. Such other duties as may be reasonably required by the Deputy HR Director (People Services). |

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| **Working Relationships:** |
| OH Nurses and administrative staff in Occupational Health  Deputy HR Director (People Services)  OH Physicians and Practice Manager at outsourced OHP provider  HR Advisers/Officers and Business Partners  Health & Safety Manager and team  Senior leaders and managers in Human Resources  Line managers, as well as Faculty Managers/Heads of Department/Services  Account Manager from EAP provider  Specialists in NHS Trusts, eg microbiological consultants, dermatology nurses  Specialists from other agencies or charities providing support and guidance in respect of staff with disabilities  Representatives from the Health Promotion Agency  Specialist advisers, eg, ergonomics and assistive technology  Health & Safety Committee  University Insurance Officer  University Solicitor |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Up-to-date knowledge of legislation as it relates to occupational health | E | AF, S |
|  | Understanding and experience of strategic as well as operational aspects of the manager’s role | E | AF, S |
|  | Substantial experience of working in varied Occupational Health settings with sound skills, experience and knowledge | E | AF |
|  | Experience of developing and implementing policies and procedures | E | AF, S |
|  | Significant experience in the provision of sickness absence case management and production of management reports. | E | AF, S |
|  | Preparation and presentation of technical and statistical reports | E | AF, S |
|  | Experience of designing, developing and delivering training programmes | E | AF, S |
|  | Experience of managing staff, including performance and change management | E | AF, S |
|  | Experience of developing, implementing and monitoring service levels and standards within a clinical and management setting | E | AF, S |
|  | Experience in service development and managing change | E | AF, S |
|  | Experience of working to achieve SEQOHS accreditation | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Demonstrable ability to network effectively to achieve an understanding of the roles of all stakeholders in the case management of the occupational health of employees | E | AF, S |
|  | Demonstrable ability to create, use and manipulate spreadsheets | E | AF, S |
|  | Ability to write reports | E | AF, S |
|  | Ability to communicate, verbally and in writing, at all levels, both internally and externally | E | AF, S |
|  | Ability to work on own initiative | E | AF, S |
|  | Ability to work unsupervised | E | AF, S |
|  | Excellent organisational skills including the ability to prioritise and plan | E | AF, S |
|  | Demonstrable ability to manage people, including motivating, developing and performance managing them | E | AF, S |
|  | Ability to work in a systematic and methodical manner | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Qualified Registered Nurse with appropriate experience | E | AF |
|  | Occupational Health Nursing Certificate | E | AF |
|  | Diploma in Counselling skills | D | AF |
|  | Diploma/Degree/Master in OH Nursing or equivalent experience | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to the provision of a good quality, business-focused service | E | AF, S |
|  | Willingness to undertake the role flexibly and develop specific areas of the job as and when required | E | AF, S |
|  | Commitment to equality and diversity in the workplace | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) |  | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Deputy HR Director (People Services) |
| **Signature** |  |
| **Date** | 01/01/2018 |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.