



**Job title:** Senior Occupational Health and Wellbeing Adviser

**Post number:** P005851

**Reports to:** Occupational Health and Wellbeing Manager

**Department/School:** Occupational Health, Occupational Safety and Health Services

**Grade:** 7

**Purpose of the role**

To support the Occupational Health and Wellbeing Manager in the provision of a comprehensive and proactive Occupational Health and Wellbeing service for university staff.

To apply specialist expertise and evidence-based knowledge to advise the university on all aspects of occupational health strategy under the direction of the Occupational Health and Wellbeing Manager.

To have significant professional responsibility carrying out a range of specialist occupational health and wellbeing activities. To provide expert guidance to university managers and staff, so that they are able to achieve their objectives regarding health and wellbeing in the workplace, and also comply with statutory health, safety, data protection and equality legislation.

**Line management responsibility for:**

The role has no line management responsibility; however, the role holder will deputise for the Occupational Health and Wellbeing Manager.

**Main areas of responsibility:**

* To provide specialist occupational health and wellbeing support and guidance on a range of activities to university managers and staff, ensuring compliance with health, safety, data protection and equality legislation. To be accountable for the professional advice provided.
* To manage a caseload efficiently and effectively, as an autonomous practitioner within the scope of professional practice and competencies, ensuring that medical confidentiality is maintained.
* To undertake health assessments of individuals in relation to the requirements of their work, to advise on their fitness for work and rehabilitation programmes to assist staff back into the workplace following sickness absence.
* To assess the health of staff at commencement of employment and work placements to determine whether reasonable workplace adjustments are required.
* To advise where case conference and case management meetings are appropriate and taking an active role in these.
* To review and interpret specialist medical and general practitioner (GP) reports to identify, plan and implement appropriate interventions.
* To advise on medical redeployment, ill-health retirement issues and incapacity dismissal cases and recognise when referral to other specialists is needed.
* To utilise expert knowledge and skills in ergonomics and undertake workstation/workplace assessments, as required by health and safety and equality legislation. Report findings and make recommendations to management, ensuring that recommended actions are implemented successfully. Travel to all of the university’s campuses as required and occasionally carry out home visits.
* To provide travel health advice, training and guidance e.g. immunisations and first aid requirements for field trips and other activities.
* To ensure that the university meets its obligations regarding health and safety regulations, e.g. risk assessments and maintain health surveillance programmes such as. spirometry and audiometry.
* To investigate incidents and outbreaks of potential work-related and communicable disease; arranging appropriate investigations and monitoring progress.
* To contribute to the development, maintenance and evaluation of proactive health and wellbeing strategies and policies for the university and the Occupational Health service which are in line with evidence-based practice, ensuring that they are compliant with current health and safety, employment and equality legislation. To remain abreast of new and emerging developments and legislation that governs occupational health and facilitate innovations into practice that enhances the quality and efficiency of the occupational health service.
* To advise and assist Deans and Directors in the planning and implementation of occupational health solutions that have been identified from audits, inspections and training. Recommend suitable local policies, procedures and action plans to meet statutory requirements.
* To assist in developing and delivering wellbeing training programmes and wellbeing campaigns for university managers and staff.
* To support the development and management of an effective occupational health management system that encompasses the use of a website resource to enhance communication and engagement.
* To remain abreast of new and emerging developments and legislation that governs occupational health and facilitate innovations into practice that enhance the quality and efficiency of the occupational health service.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

### Person Specification heading  This is a heading only and contains not other words or text.

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

## **Essential Criteria**

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| **Knowledge, skills, and abilities** |
| * Ability to lead, manage and organise own workload and determine operational priorities in order to optimise service delivery. **(A, I)**
* Ability to adhere to occupational health policies and procedures to ensure consistent service delivery, as well as being involved in developing and updating occupational health policies and protocols. **(A, I)**
* Ability to work effectively as a team member but also to work autonomously and independently using own initiative, though recognising when matters need to be referred to more senior managers. **(A, I)**
* Ability to contribute to occupational health project work as directed by the Occupational Health and Wellbeing Manager. **(A, I)**
* To have a good understanding of employment, equality, data protection, and also health and safety law in the context of occupational health practice. **(A, I)**
* Ability to network and build strong, collaborative working relationships both internally and externally. **(A, I)**
* Ability to influence others and negotiate to achieve a positive outcome. **(A, I)**
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| **Qualifications** |
| * Registered nurse with an occupational health qualification, allowing registration with the NMC as a Specialist Community Public Health Nurse. **(A)**
* Evidence of ongoing continued professional development. **(A)**
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| **Experience** |
| * Substantial experience as a qualified Occupational Health Adviser, providing specialist advice and dealing with complex casework. **(A, I)**
* Experience of assessing health needs, plan and implement effective occupational health strategies, and provide clear and concise occupational written and oral health reports to managers and staff. **(A, I, E)**
* Experience of making referrals to GP/Medical Specialists, Occupational Health Physicians and counsellors/CBT therapists. **(A, I)**
* Experience of coordinating the delivery of health surveillance programmes, including spirometry and audiometry. **(A, I)**
* Ability to develop and deliver training sessions relevant to occupational health and wellbeing. **(A, I, E)**
* Experience of delivering effective occupational health services, implementing occupational health policies and procedures and supporting change. **(A, I)**
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| **Physical demands and/or other requirements** |
| * Ability to use Microsoft Outlook, Word, Excel and PowerPoint confidently. **(A, I, E)**
* Ability to travel to other sites and campuses within the Brighton area. **(A, I)**
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* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **July 2024**